

POORNIMA

COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

A Report on “Session on Time Management and Organization Skills”

NAME OF ACTIVITY: Time Management and Organization Skills

DATE & DURATION: 11th MAY 2018 (12 PM. to 2 PM)

Faculty Coordinator: Mr. Kuldeep Sharma

OBJECTIVES:

The participants through this workshop will be able to -

- To understand the Basic requirement of Time Management.
- Understand and enhance the interpersonal communication process.
- Develop awareness of appropriate communication strategies.
- Ethically use the learned management and teamwork.

Course Outcome:

- Understand and enhance the interpersonal communication process.
- Develop awareness of appropriate communication strategies & Teamwork.
- Prepare and present messages with specific intent.

CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
CO-1						3	2	2	3	3		1	2		3
CO-2						3	2	2	3	3		1	2		3
CO-3						3	2	2	3	3		1	2		3

INTRODUCTION:

Time Management and Organization Skills are personal attributes, personality traits, inherent social cues, and

communication abilities needed for success on the job. Time Management and Organization Skills characterize how a person interacts in his or her relationships with others. Time Management and Organization Skills include adaptability, attitude, communication, creative thinking, work ethic, teamwork, networking, decision-making, positivity, time management, motivation, flexibility, problem-solving, critical thinking, and conflict resolution.

DESCRIPTION OF THE EVENTS:

Time Management plays a very important role not only in organizations but also in our personal lives.

Time Management includes:

Effective Planning

Setting goals and objectives

Setting deadlines

Delegation of responsibilities

Prioritizing activities as per their importance

Spending the right time on the right activity

Effective Planning

Plan your day well in advance. Prepare a To-Do List or a “TASK PLAN”. Jot down the important activities that need to be done in a single day against the time that should be allocated to each activity.

High Priority work should come on top followed by those which do not need much of your importance at the moment. Complete pending tasks one by one. Do not begin fresh work unless you have finished your previous task. Tick the ones you have already completed. Ensure you finish the tasks within the stipulated time frame.

Setting Goals and Objectives

Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea. Yes, you would be lost. Set targets for yourself and make sure they are realistic ones and achievable.

Setting Deadlines

Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Do not wait for your superiors to ask you every time. Learn to take ownership of work. One person who can best set the deadlines is you yourself. Ask yourself how much time needs to be devoted to a particular task and for how many days. Use a planner to mark the important dates against the set deadlines.

Delegation of Responsibilities

Learn to say “NO” at workplace. Don’t do everything on your own. There are other people as well. One should not accept something which he knows is difficult for him.

The roles and responsibilities must be delegated as per interest and specialization of employees for them to finish tasks within deadlines. A person who does not have knowledge about something needs more time than someone who knows the work well.

Prioritizing Tasks

Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. Identify which tasks should be done within a day, which all should be done within a month and so on. Tasks which are most important should be done earlier.

Spending the right time on right activity

Develop the habit of doing the right thing at the right time. Work done at the wrong time is not of much use. Don't waste a complete day on something which can be done in an hour or so. Also keep some time separate for your personal calls or checking updates on Facebook or Twitter. After all human being is not a machine.

For Effective Time Management one needs to be:

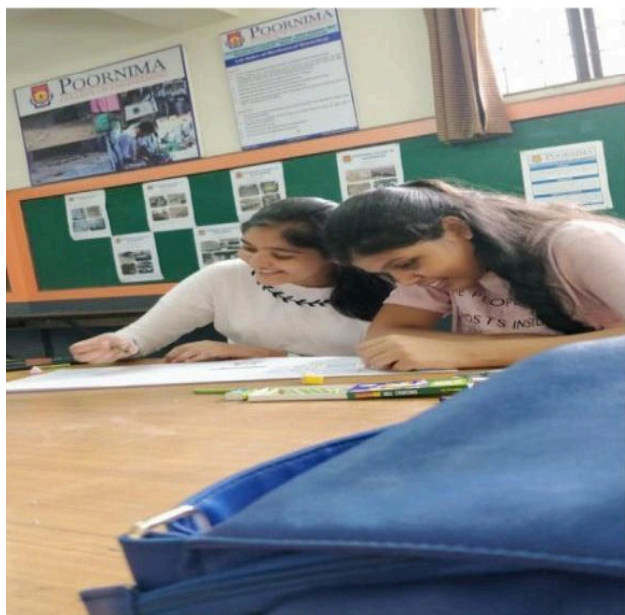
Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don't need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.

Don't misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other's cubicles. First complete your work and then do whatever you feel like doing. Don't wait till the last moment.

Be Focused - One needs to be focused for effective time management.

Develop the habit of using planners, organizers, table top calendars for better time management. Set reminders on phones or your personal computers.

GLIMPSES:



POORNIMA COLLEGE OF ENGINEERING, JAIPUR		
Time Management and Organization Skills 2018-19		
S.NO.	REGISTRATION NUMBER	NAME
1	PCE16EC003	ABHISHEK SHUKLA
2	PCE16EC004	ADITYA JHA
3	PCE16EC005	AJAY GUPTA
4	PCE16EC007	AKSHAT AGARWAL

5	PCE16EC008	ANAMIKA
6	PCE16EC009	ANJALI MISHRA
7	PCE16EC010	ANJALI RAJ
8	PCE16EC011	ANKITA SONI
9	PCE16EC012	ANSH
10	PCE16EC013	ANUJ JAIMAN
11	PCE16EC014	ARSHAD QURESHI
12	PCE16EC015	ASHISH CHHIPA
13	PCE16EC016	ASHISH RANJAN
14	PCE16EC017	ASHUTOSH KUMAR
15	PCE16EC018	AVIJEET JHA
16	PCE16EC019	AYUSH SHARMA
17	PCE16EC020	BHANU PRATAP SINGH CHAUHAN
18	PCE16EC021	BHUVNESH GOYAL
19	PCE16EC022	CHINMAY JAIN
20	PCE16EC023	DEEPAK NAMA
21	PCE16EC024	DEEPAK SWAMI
22	PCE16EC025	DEEPANKER NAGAR
23	PCE16EC026	DIPANKAR KUMAR
24	PCE16EC027	DIVYANSHU MANI MISHRA
25	PCE16EC028	ESHAL ALFIYA KHANAM
26	PCE16EC029	GAURAV GUPTA
27	PCE16EC030	GAURAV SHARMA
28	PCE16EC031	GAURAV SINGH
29	PCE16EC033	ISHA MAHESHWARI
30	PCE16EC034	JALAJ PUNJANI
31	PCE16EC035	KARAN KUMAWAT
32	PCE16EC038	KUMAR ABHISHEK ANAND
33	PCE16EC039	KUMAR SAURAV
34	PCE16EC040	KUNAL CHAUDHARY
35	PCE16EC041	KUNIKA SARASWAT
36	PCE16EC042	MAYANK KORI
37	PCE16EC043	MAYANK MRINAL

38	PCE16EC044	MIRAL MINDA
39	PCE16EC045	MOHIT SONI
40	PCE16EC046	MRINAL TYAGI
41	PCE16EC047	MUKTA BHARGAVA
42	PCE16EC048	NANDITA DAS
43	PCE16EC050	NEHA CHOUHAN
44	PCE16EC051	NEHA JHAMB
45	PCE16EC052	NISHI NENWANI
46	PCE16EC053	PIYUSH KHANDELWAL
47	PCE16EC054	PIYUSH KUMAWAT
48	PCE16EC055	PRACHI JAIN
49	PCE16EC056	PRACHI SHAH
50	PCE16EC057	PRANJAL MEHARSHI
51	PCE16EC058	PRANJAL SHARMA
52	PCE16EC059	PRASHANT MEENA
53	PCE16EC060	PRASHANT SHARMA
54	PCE16EC061	AADESH SHARMA
55	PCE16EC062	PUNIT SHARMA
56	PCE16EC063	PURUSHOTTAM KUMAR
57	PCE16EC064	PUSHKAR RAJ PANDEY
58	PCE16EC065	RAM KINKAR DAS TRIPATHI
59	PCE16EC066	RANU AGARWAL
60	PCE16EC067	RAVI KUMAR POKHARNA
61	PCE16EC068	REENA BADESRA
62	PCE16EC069	RITESH KUMAR JAIN
63	PCE16EC070	RITIKA GARG
64	PCE16EC071	RITIKA SAINI
65	PCE16EC072	ROHAN SINGH
66	PCE16EC073	ROHIT SHARMA
67	PCE16EC074	ROSHAN SINGH
68	PCE16EC075	RUCHIKA SHARMA
69	PCE16EC076	SACHIN JAISINGHANI
70	PCE16EC077	SAKSHI

71	PCE16EC078	SALONI JAJU
72	PCE16EC079	SANDEEP KUMAR
73	PCE16EC080	SANJAY CHOUHAN
74	PCE16EC081	SANKALP JAIN
75	PCE16EC082	SATYAM KUMAR
76	PCE16EC083	SHAILY AGARWAL
77	PCE16EC084	SHEETAL SHUKLA
78	PCE16EC085	SHEFALI
79	PCE16EC086	SHIVAM RATHOR
80	PCE16EC087	SHIVANSH SHARMA
81	PCE16EC088	SHOBHIT GUPTA
82	PCE16EC089	SHRUTI JAIN
83	PCE16EC090	SHUBHALI RAJ
84	PCE16EC092	SHUBHAM SHARMA
85	PCE16EC093	SHUBHAM SINGHAL
86	PCE16EC094	SONIYA MOOLCHAND HEERA
87	PCE16EC095	TANAY PUROHIT
88	PCE16EC096	TANYA MITTAL
89	PCE16EC097	TARUN MANDANI
90	PCE16EC098	TARVEEN GILL
91	PCE16EC099	TOSIF AHMED
92	PCE16EC100	TUSHAR LALCHANDANI
93	PCE16EC101	UJJAWAL KUMAR
94	PCE16EC103	VARUN MENARIYA
95	PCE16EC104	VIBHA BENIWAL
96	PCE16EC105	VIKASH RAJ
97	PCE16EC106	VIKASH SINGH
98	PCE16EC107	VIKRAM KUMAR
99	PCE16EC108	VIPIN KUMAR SHARMA
100	PCE16EC109	VISHAL SAINI
101	PCE16EC110	VISHNU KUMAR KUMAWAT
102	PCE16EC111	VISHNU SINGH
103	PCE16EC112	YOGITA SUTHAR

104	PCE16EC113	YUKTA CHAUHAN
105	PCE16EC114	PRAVEEN KUMAR SHARMA
106	PCE16EC115	DINESH KUMAWAT

LIST OF PARTICIPANTS:

FEEDBACK:

The content of the workshop is rated as:

- a. Excellent by 80.67% of participants
- b. Good-by 17.25% of participants
- c. 0.52% say needs improvement
- d. 2.57% have not responded

Management/ Administration of the workshop is rated as:

- a. Excellent by 91.68% of participants
- b. Good-by 8.18% of participants

Overall Workshop is rated as:

- a. Excellent by 72.68% of participants
- b. Good-by 27.18% of participants

Any other comments/suggestions:

1. We would like to have more workshops in future
2. Language and fundamentals can be enhanced in an effective manner.