

NAME OF THE EVENT: Time management

DATE: 20-08-2022

SUMMARY OF THE EVENT

Structure and Flow: CAPS introduction, Time management scale, meditation activity, importance and effect of managing time, types of time managers, activity- time squared, common mistakes, activity- prioritizing to-do list, suggestions, and tips for efficient time management, prioritizing, delegating and flexibility.

Venue: 5th Block, 4th Floor, Seminar Hall

Speakers: Tanuj Suthar, Elizabeth Radja, Abha Shekhatwat.

Volunteers: Khushii Nanua, Gautami Agarwal, Peter K Joseph, Olivia Maitra.

Event Agenda: To orient the freshers about time management and provide them with practical skills to deal with college life.

NUMBER OF ATTENDEES:

130

PROBLEMS FACED:

The seating arrangement was improper, there was a lack of seats for some people, and the volunteers had to bring extra chairs. There was some issue with the microphone.

The arrangement could have been approved.

FUTURE LEARNINGS:

Things went smoothly. However, it would be better to give students sufficient break time between sessions and orientations since they would find it difficult to concentrate.

FEEDBACK:

To improve structure of the sessions with more time during the break and improve logistics/ seating arrangement.