REPORT

On

ONE DAYS "TRAINING PROGRAM ON TIME MANAGEMENT TIPS AND SETTING GOALS"

(For Supporting Staff)

Organized by

Internal Quality Assurance Cell (IQAC)

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES (LPCPS

Date: July 19, 2023 Time: 1:00 PM onwards

Venue: A Block Room No. 101, LPCPS Campus

Introduction- This training program for the supporting staff will equip the supporting staff with the skills needed for time management in this rapidly growing era. Time- management training includes a variety of strategies that individuals can use to improve their time-management skills and help the staff increase their efficiency and productivity. Additional benefits of completing time-management training include:

Objective of the Training Program-

- Increased productivity
- Reduced stress
- Improved professional reputation
- Enhanced ability to focus
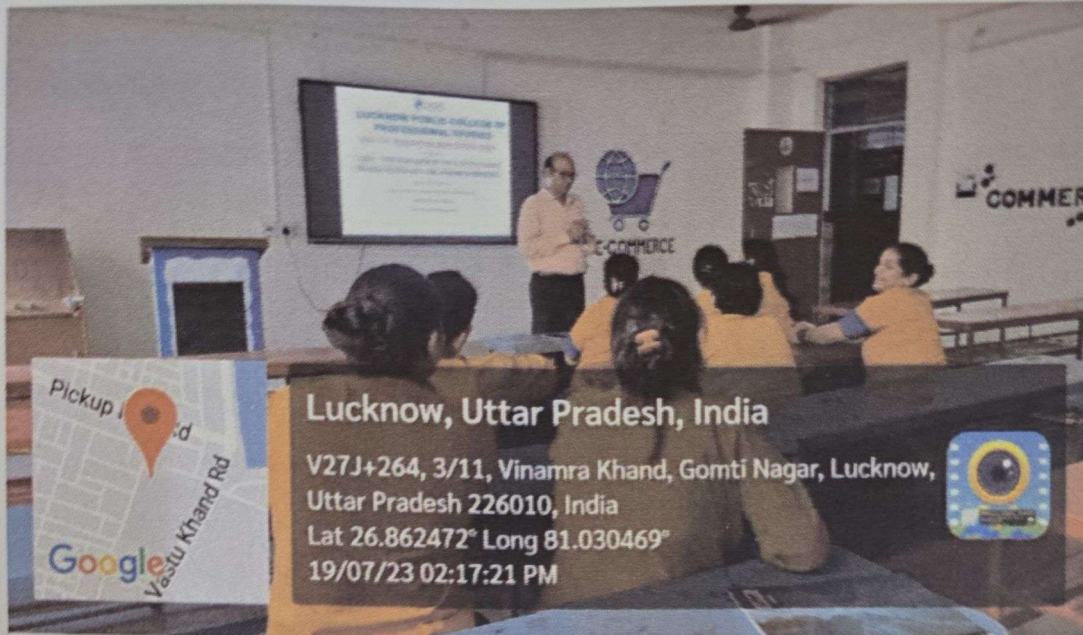- More free time
- A higher level of self-discipline

KEY SPEAKERS-

Dr. Anand Kumar Rai

(Associate Professor & HOD, Department of Computer Science, LPCPS)

Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lucknow

Lucknow, Uttar Pradesh, India

V27J+264, 3/11, Vinamra Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010, India
Lat 26.862472° Long 81.030469°
19/07/23 02:17:21 PM

Dr. Anand Kumar Rai told that Time management is a technique for using your time productively and efficiently. It means organizing and planning how to divide your time between various tasks. You'll have time to do everything you need without being stressed out about it with good time management skills. You can work productively and prioritize your time to work out the urgent or important tasks first while following up with things that are not urgent but still important. Thus, you can focus your time and energy on things that matter the most. You'll end up working smarter, not harder, to increase productivity.

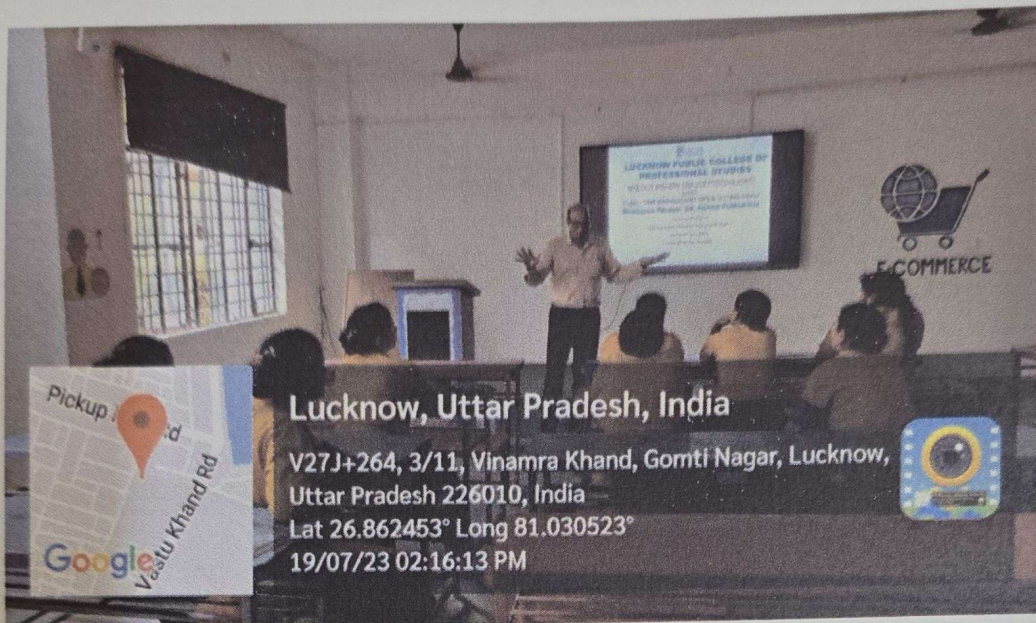## Dr. Anand Kumar Rai told that why Time Management is Importance-

Time management skills are essential because it helps us use time wisely and stop wasting time. We become more focused and productive when we are in charge of how we use our time. Productivity leads to profitability. So, good time management can add to your bottom line. The benefits of effective time management are immense:

- Less stress or anxiety
- Better work-life balance
- Increased focus
- Higher levels of productivity
- More free time
- Makes things simple and easy
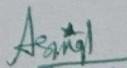
- Less distraction
- Greater energy and motivation

Lucknow, Uttar Pradesh, India
V27J+264, 3/11, Vinamra Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010, India
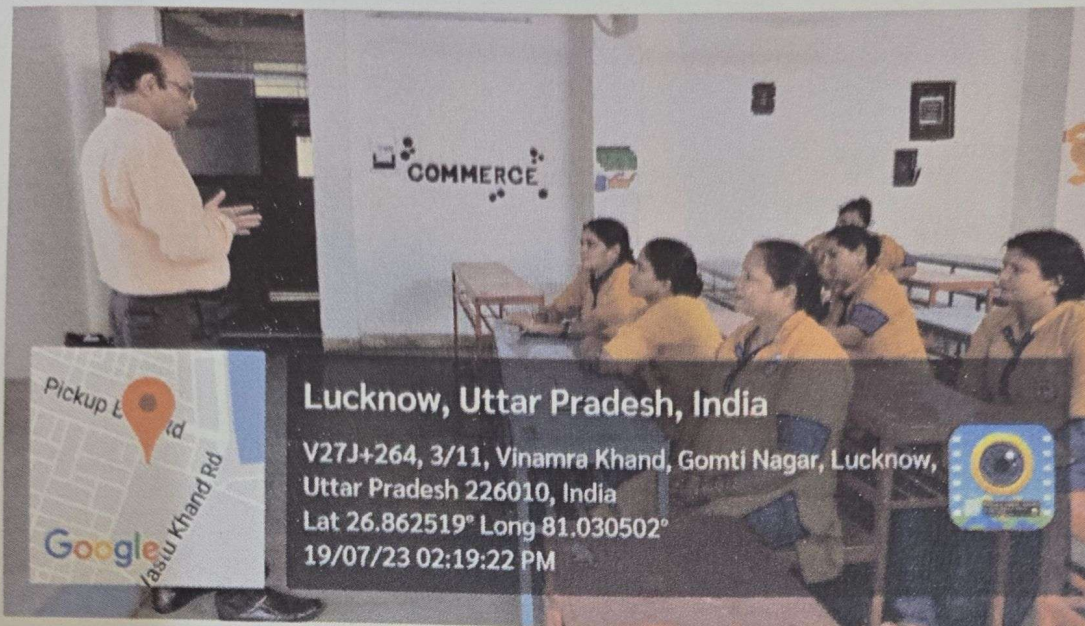Lat 26.862453° Long 81.030523°
19/07/23 02:16:13 PM

Dr. Anand Kumar Rai discussed about someTime Management Skills-

He told that Good time management begins with the right set of skills. You cannot manage your time better if you don't develop the essential time management skills. These skills take time to create and will vary from person to person. Finding what works best for your personality trait is necessary. Effective time management isn't achieved randomly. It involves a good amount of planning. Developing a strategy for which tasks are important, task sequences, calendar management, meetings, project plans, etc., can help you calibrate the course of the day and not go astray. Think about what needs to be done and prioritize the most critical tasks. Refrain from creating to-do list of all tasks to be done. Instead, create a list of the tasks based on priority and check off items as you complete them. This helps to drive a sense of accomplishment and motivation. The best way to develop planning skills is using calendar tools like Google calendar.

Dr. Anand Kumar Rai was also telling about How to Improve Your Time Management Skills?

Lucknow, Uttar Pradesh, India
V27J+264, 3/11, Vinamra Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010, India
Lat 26.862519° Long 81.030502°
19/07/23 02:19:22 PM

He told that Create a daily or weekly schedule outlining your tasks and commitments. Understand the time needed for each task and assign specific time slots. Make a conscious effort to adhere to your schedule as closely as possible to maintain organization and focus. Learn to say no to tasks or activities that don't align with your priorities or goals. Set clear boundaries with others to avoid unnecessary interruptions or distractions. Protect your time by minimizing time-wasting activities such as excessive social media browsing or aimless web surfing.

Assign deadlines to your tasks, whether they are personal or work-related. Assigning deadlines helps create a sense of urgency and enables you to prioritize your work effectively. Be sure to set realistic deadlines considering each task's complexity and importance. Define your long-term goals clearly and break them into smaller, actionable short-term ones. Having specific goals provides clarity and motivation. Set deadlines for achieving your goals and regularly review your progress. Use a calendar or a digital planning tool to manage your appointments, deadlines, and important dates. Dedicate specific blocks of time for different activities, including work, breaks, and personal time. Regularly review and update your calendar to stay on top of your commitments.

Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

ONE DAY SESSION FOR SUPPORTING STAFF
Topic: Time management Tips and setting goals
Date : 19th July 22, 2023

s.no.	Name	Signature
1	अनीता वर्मा	अनीता
2	कामिनी	कामिनी
3	रामकली	रामकली
4	सीमा	सीमा सैनी
5	मीना	मीना
6	गीता	geeta Devi
7	रिंकी	रिंकी
8	आशा	आशा
9	रेशमा	रेशमा
10	शान्ती	शान्ती
11	रानी	रानी
12	रागिनी	रागिनी
13	अशोक कुमार	अशोक कुमार
14		
15		