

REPORT ON THE WORKSHOP “MANAGING TIME EFFECTIVELY”



Date	27.06.2024
Time	11:30 am-01:30 pm
Organise	Modern Institute for education
Venue	RSJMS
Facilitator	Mr. Vineet Viren Chopra
Participants	102 Teachers of RSJMS

Objective: The workshop on ‘Managing Time Effectively’ aimed to enable participants to manage their time effectively by changing their perspective to analyse everyday issues and adopting different strategies to address them. The key concept of the workshop was, “What else can be done?” Key Highlights:

Welcome, and Introduction:

Ms. Nalini Singh Rajput, Headmistress RSJMS welcomed the participants and facilitator and provided a brief overview of the session. Ms. Abha Sadana, Director MIE, provided a brief about the facilitator followed by Mr. Chopra’s self-introduction.

Key Concepts

- Mr. Chopra shared an anecdote from his childhood emphasising the need to be ready for unforeseen circumstances which can only be achieved through shifting paradigms to live life. We live by default whereas we should live by design was the key concept that emerged from the workshop.



- Mr. Chora shared several examples and stories from his experience highlighting the need to solve everyday issues by thinking about alternative plans. He said we should always be ready to answer the question, **“What else can be done?”**
- Through stories, Mr. Chopra emphasised the concept that in our busy lives sometimes we need to pause and sharpen our skills as it contributes to increasing work efficiency thereby helping in saving our time. Therefore, updating the knowledge base and sharpening skills is as important as completing the task at hand.

He shared a case study of a teacher, depicting his Monday morning going into a toss, with participants and discussed what went wrong with the teacher in the story.

It followed by discussions on what and why of time management skills. Thereafter Mr. Chopra shared tools of time management and how to live by design. His session was largely based on Stephen Covey’s book, “The Seven Habits of Highly Effective People” and “Eisenhower Matrix”. The image given below provides an overview of the same.



Time Management tools:

These principles and the matrix were discussed to analyse the difference between urgency and importance. Several teachers raised questions like which is important is urgent, another teacher shared that they prepare annual, monthly, and fortnightly calendars but due to unforeseen events and circumstances like pollution holidays all planning went to a toss. The facilitator reminded them that, for this reason only, “What else can be done?” should be the motto of our life. When there is a bigger

problem that is not in our control, we should think about those things that are in our control and try to change, modify, and act accordingly, that's the only solution.



Mr. Chopra went on to discuss Strategies for organizing tasks using alarms, planning, and mindfulness. He suggested that we should break down yearly goals into monthly and weekly tasks to chase long-term dreams effectively. He also discussed the importance of scheduling and maintaining a buffer for unexpected events. He shared his Google Calendar to showcase how to organize daily activities and set reminders.

Jar Activity:

An activity involving filling a jar with various items illustrated the importance of prioritizing significant aspects of life, such as relationships and careers.

However, he also emphasised that the term, "work-life balance" is a myth and that to maintain peace in life and be productive at the workplace we must follow scheduling and prioritise work daily.



Feedback and Reflection:

Participants shared feedback on the workshop.

A video of Dr. Stephen R. Covey was shown to the participants on how to prioritise and plan weekly tasks. (https://www.youtube.com/watch?v=7yMh2QNRc_M)

Conclusion:

The workshop was successful in illustrating how crucial paradigm shifts are to efficient time management. To lead a balanced and fruitful life, participants left with useful tools and techniques for greater time management and prioritisation.

Recommendations:

- Regular follow-up meetings to reaffirm the lessons acquired.
- Providing more tools and resources for time management.
- Encouraging participants to put into practice what they've learned and share it during the follow-up sessions.