

Report : Session on Time Management (SS2)

A session on '*Time Management*' was organized for Class 12 students on *1st September 2023*, with the primary objective of imparting essential time management skills to help students effectively balance their academic and personal lives. The session was facilitated by the school counselors, Ms. Dikshita Taragi & Ms Grisha Kharbanda.

The session commenced with a brief hands-on-activity on how time is just a result of everyone's individual perception(s). This activity was followed up by discussion on 'Procrastination' and the ways to overcome procrastination will lead us to having better time management skills. The counselors introduced various techniques for prioritizing tasks, such as the Covey Time Management Matrix, which categorizes tasks into urgent/important, important/not urgent, urgent/not important, and neither. Students were guided on how to allocate their time accordingly.

To make the session interactive and engaging, several activity-oriented segments were included which aimed at making students understand the importance of doing regular time audits, restricting distractions for maximum result, prioritizing tasks based on their importance and time constraints, creating personalized smart achievable working schedules (daily/weekly/monthly) incorporating their academic commitments, extracurricular activities, and leisure time, study techniques etc.

The session assisted in equipping students with practical skills to manage their time efficiently. The incorporation of activity-oriented exercises ensured active participation from all students.

Dikshita Taragi
Grisha Kharbanda

