



**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE & ECONOMICS
ISO 9001 : 2015 Certified**

**Time Management
30 Hours Value added Courses
2021 - 2022**

Sr.No.	Name of Faculty	Module to be covered	Contents of the module	Hours distribution
1.	Prof. Subhashini Naikar & Prof. Rahul Yadav	Module 1	1.1 Why time management? 1.2 Objectives of time management. 1.3 Sequence 1.4 How to make effective use of time	10 hours
2.	Prof. Sailee Shringarpure & Prof. Sneha Hathi	Module 2	2.1 Key issues faced in time management 2.2 How to overcome the problems of time management 2.3 Tricks to manage time effectively 2.4 Importance of To Do's and Time log sheets	10 hours
3.	Prof. Sarita Jha & Prof. Aditi Save	Module 3	3.1 Quiz 3.2 Sheets 3.3 Analysis of log sheets and quizzes 3.4 Overview of activity	5 hours
4.	Prof. Shilpi Sanjay Dey	Module 4	4.1 Question and Answer on sheets 4.2 Time waster analyses 4.3 Case Study 4.4 Case Study	5 hours



Kiran Mane

**Dr. Kiran Mane
I/C Principal**

Sunder Nagar, Swami Vivekanand Road, Malad (West), Mumbai – 400064. Tel.:
+912228725792 ☎28732270 ☎E-mail: dalmialionscollege@gmail.com Website:
www.dalmialionscollege.ac.in

Tax Invoice

Original for Recipient

Duplicate for Transporter

Triplicate for Supplier

SAGARMOTI ENTERPRISES




Plot No.2,Gupta House,Bandongri,Ashok Nagar,Kandivali East,Mumbai 400101.
Phone no.: 9022501490 Email: sagarmotienterprises@gmail.com
GSTIN: 27AHOPG3523B1ZP, State: 27-Maharashtra

Bill To:	Place of Supply: 27-Maharashtra
BAF course Time Management (Value Added)	Invoice No.: 18
Prahladrai Dalmia Lions College of Commerce & Economics Sunder Nagar, S. V. Road, Malad (West), Mumbai – 400064.	Date: 17-03-2022

#	Item name	HSN/ SAC	Quantity	Unit	Price/ unit	Discount	Taxable amount	CGST	SGST	Amount
1	A4 size certificate 300 gsm		6	Pcs	₹ 14.00	₹ 33.00 (39.286%)	₹ 51.00	₹ 4.59 (9.0%)	₹ 4.59 (9.0%)	₹ 60.18
2	A4 size certificate 300 gsm		16	Pcs	₹ 14.00	₹ 88.00 (39.286%)	₹ 136.00	₹ 12.24 (9.0%)	₹ 12.24 (9.0%)	₹ 160.48
3	A4 size certificate 300 gsm		74	Pcs	₹ 14.00	₹ 407.00 (39.286%)	₹ 629.00	₹ 56.61 (9.0%)	₹ 56.61 (9.0%)	₹ 742.22
Total			96			₹ 528.00	₹ 816.00	₹ 73.44	₹ 73.44	₹ 962.88

Tax details	9.0%	Amounts:
CGST	₹ 73.44	Sub Total
SGST	₹ 73.44	Total
		Received
		Balance
		₹ 962.88
		₹ 0.00
		₹ 962.88

Invoice Amount In Words	Description:
Nine Hundred and Sixty Two Rupees and Eighty Eight Paise only	certificate printing
Payment Mode	
Credit	

Terms and conditions:	 	For, SAGARMOTI ENTERPRISES  Authorized Signatory
Thank you for doing business with us.		
Bank details:		
Bank Name: ABHYUDAYA COOPERATIVE BANK LIMITED, KANDIVLI-EAST		
Bank Account No.: 027021100000787		
Bank IFSC code: ABHY0065027		
Account Holder's Name: SAGARMOTI ENTERPRISES		





Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064
ISO 9001:2015 Certified

NOTICE

Date - 10/01/2022

B.Com (Accounting and Finance) In association with Placement Cell

Value Added Certificate Course in Time Management (30 hours)

"The common man is not concerned about the passage of time; the man of talent is driven by it."

(DEGREE & SFC)

The Bachelor of Accounting and Finance programme in association with Placement Cell of Prahladrai Dalmia Lions College of Commerce and Economics is organizing a value added course of 30 Hours for students of all programmes (both Degree and SFC) on **"Time Management"**. The first 100 students to register can avail the benefits of this course.

Course Details:

Subject: Time Management

Days for the assigned course: Fridays and Saturdays (starting from 15th January, 2022)

Registration Link: <https://forms.gle/ENegqPJ4KQn11zcg8>

Registration shall be on first come first serve basis on or before 13th january, 2022.

Registered students who have completed the course will be provided with e-certificates.

For further updates join or connect us with

Whatsapp Group Link: <https://chat.whatsapp.com/LFxX92WuqChlbsG9pIJG>

S.H.S

Snaitkar

Madhavi

Kiran Mane

Prof. Sailee Shringarpure
BAF - Coordinator

Prof. Subhashini Naikar
Vice-Principal-SFC
& Placement Convener

Dr. Madhavi Nighoskar
Vice- Principal-Degree

Dr. Kiran Mane
I/C Principal

DI/N-STD/GEN/00



TIME MANAGEMENT VALUE ADDED COURSE MODULE WISE DISTRIBUTION

Module to be covered	Contents of the module	Hours distribution
Module 1	1.1 Why time management?	10 hours
Module 2	2.1 Key issues faced in time management	10 hours
Module 3	3.1 Quiz 3.2 Sheets	5 hours
Module 4	4.1 Question and Answer on sheets 4.2 Case Study	5 hours





TIME MANAGEMENT: Highly Productive People

“You will never ‘find’ time for anything.
If you want time, you must make it.”
~ Charles Buxton ~

Amy Tucker
UIU Director of Academic Success
tuckera@uiu.edu

High School vs. Traditional College

High School

- In class about 35 hours each week
- Some class time for homework
- Schedule is constructed by others
- Short lectures duplicate reading assignments



College

- In class about 15 hours each week
- Little class time for homework
- Student sets own schedule
- Extended lectures supplement outside/readings/assignments



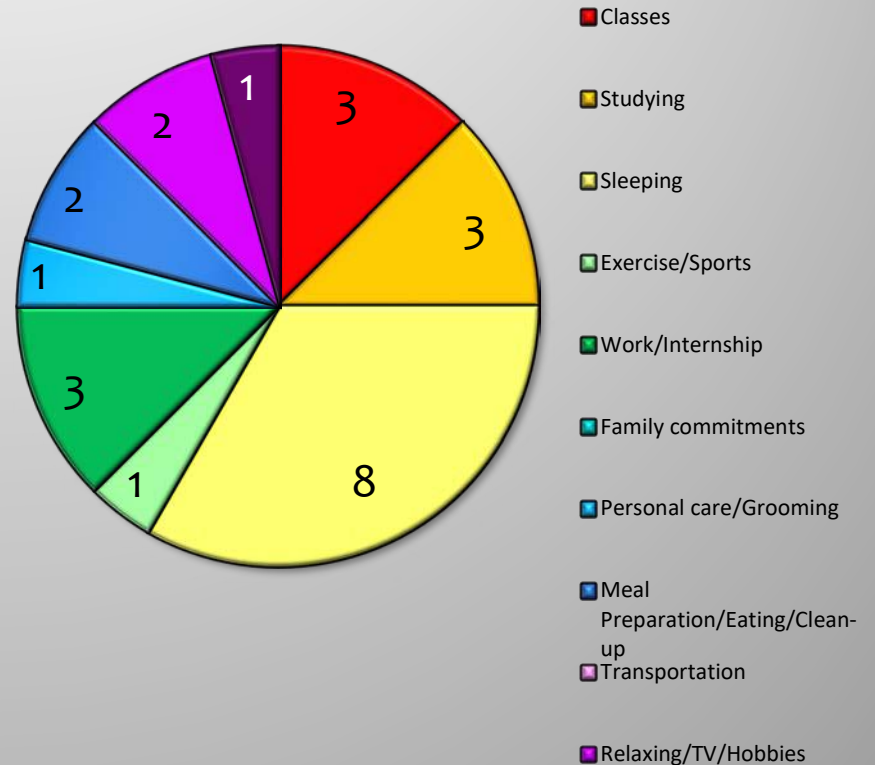
Numerous Distractions

- Friends
- Roommates
- Neighbors
- Fitness/Health
- Leisure activities
- Hobbies
- Television/Entertainment
- Children
- Others?



How Do You Spend Your 24 Hours?

- Take a few minutes to create your own pie chart
- Think about all of the different activities: classes, studying, sleeping, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, socializing/entertainment, other...
- There isn't a lot of "wiggle room" in your schedule, is there?



Create a Plan

- Studies show students experience lower stress levels when there is a consistent routine
- A few minutes of planning each week can make a real difference in how your study time is organized and spent
- Create a master syllabus within the first week of class

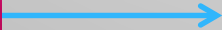


Work Long-Range and Move to Short-Range

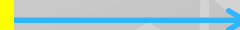
1. Make master term syllabus
2. Create a weekly plan
3. Prepare a daily “to-do” list



Session/Semester



Weekly



Daily

Now Let's Plan for the Entire Session!

- Master syllabus
- Helps to not “forget” about assignments
- Color-coding can be helpful
- Highlight when assignments are completed


Blue = Biology
Green = English
Red = Wellness

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Read Ch 1 & 2 Read Ch 1	23 Read Ch 3 Read Ch 2 Complete Exercises 1 & 2	24	25 Read Ch 4 Write Essay Read Ch 1	26 Study for Quiz Edit Essay Complete Exercise 3	27
28	29 Read Ch 5 Read Ch 3 Read Ch 2	30 Read Ch 6 Start studying for Exam Read Ch 4 Presentation	31			

Weekly To-Do List

- First, block off all **FIXED COMMITMENTS**
 - Sleep
 - Eat
 - Class
 - Practice
- Next, highlight available **STUDY TIMES**
 - Keep studying to 45-60 minute chunks of time
- Finally, add in “extra” tasks
 - Hobbies
 - Entertainment
- Check the box when everything has been completed



Weekly To-Do List

- Remember to **take breaks** after spending roughly 45-60 minutes on a task. Breaks should be between 10-15 minutes. Reward yourself for staying on-task!
- Schedule in an **activity you enjoy** doing every day, whether that be exercising, free reading, or watching TV—just to name a few

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 am	Get Ready	Get Ready	Get Ready	Get Ready
8:00 am	Class	Class	STUDY – WellStr	Class
9:00 am				
10:00 am	Class	Class		Class
11:00 am			Strat/Succ. WS	
12:00 pm	Lunch	Lunch	Lunch	Lunch
1:00 pm	Class	Class		Class
2:00 pm				
3:00 pm	STUDY - Math	STUDY - Biology	STUDY - Math	STUDY - Biology
4:00 pm				
5:00 pm	Supper	Supper	Supper	Supper
6:00 pm				
7:00 pm	STUDY - Biology	STUDY - Math	STUDY - Biology	Brooklyn 99
8:00 pm	Exercise	The Voice	Exercise	
9:00 pm	STUDY – WellStr	Call Parents	Call Friends	STUDY - Math

My tasks were successfully completed today!

My tasks were successfully completed today!

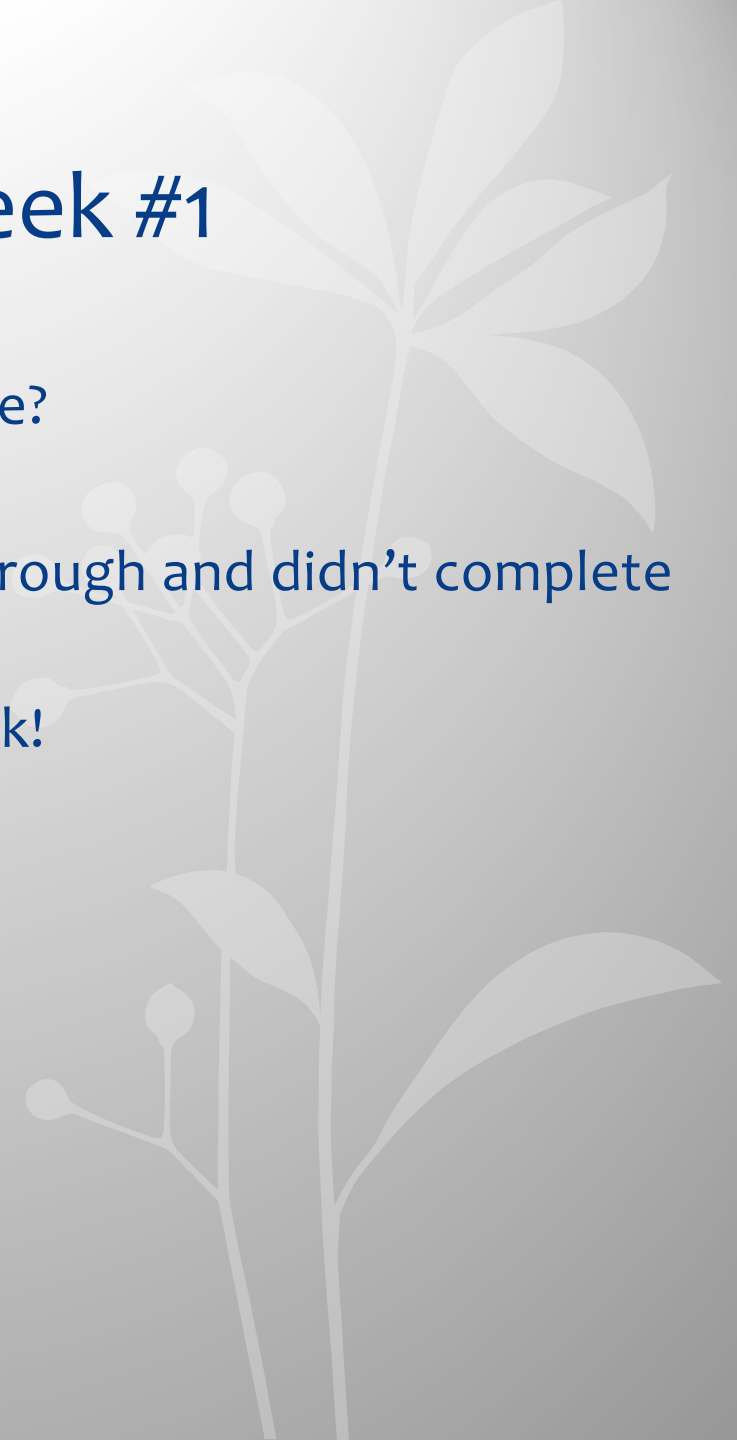
My tasks were successfully completed today!

My tasks were successfully completed today!

Wondering approximately how long it will take you to complete a reading assignment? Time yourself reading 10 pages in each of your textbooks. Some books will take more time to read than others. You may want to make a note to yourself regarding the time it takes you to read 10 pages in each textbook.

Evaluate Yourself After Week #1

- How much time did you spend studying?
- Were there any tasks you didn't complete?
 - How much additional time did you need?
- Were there any tasks that you hurried through and didn't complete to the best of your abilities?
- Make adjustments for the following week!



Example of Weekly To-Do List

Weekly To-Do List

Goals

1. Attend all of my classes
2. Participate in class discussions
3. Find a study partner for each class

Tasks

- | | Completed |
|--|-------------------------------------|
| 1. <u>Read Chapters 1-2 for Biology</u> | <input checked="" type="checkbox"/> |
| 2. <u>Read Chapters 3 for Biology</u> | <input checked="" type="checkbox"/> |
| 3. <u>Read Chapters 4 for Biology</u> | <input type="checkbox"/> |
| 4. <u>Study for Biology Quiz</u> | <input type="checkbox"/> |
| 5. <u>Write English Essay</u> | <input type="checkbox"/> |
| 6. <u>Read Chapters 1-2 for English</u> | <input checked="" type="checkbox"/> |
| 7. <u>Exercises 1 and 2 for Wellness</u> | <input checked="" type="checkbox"/> |

"Your dreams are just around the corner – waiting to come true. Believe in yourself and know your hard work, persistence, and dedication will pay off. And when they do...they will be extra sweet because you will know you have earned your rewards.

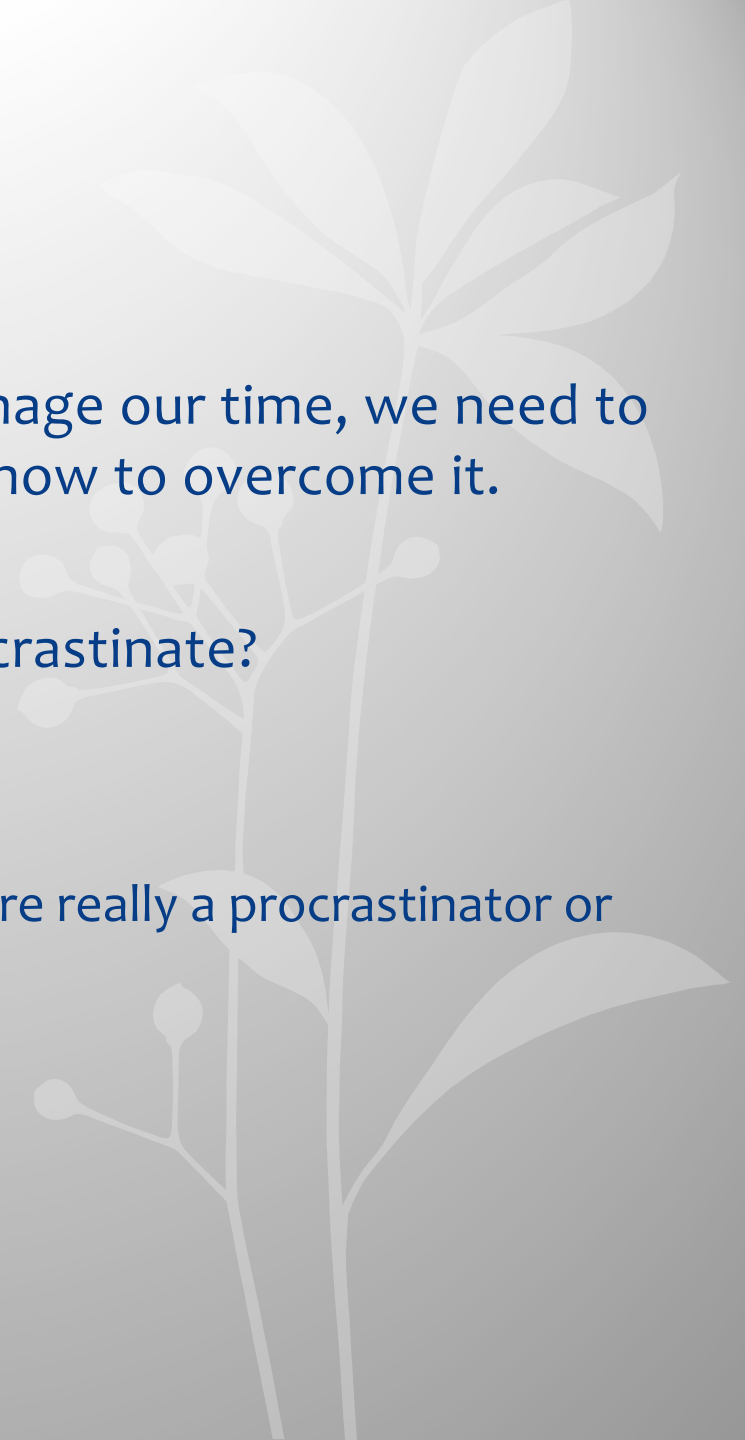
May you achieve all that you wish for – and more."

~ Jason Blume ~



Procrastination

- Now that we have looked at how to manage our time, we need to look at the topic of procrastination and how to overcome it.
- What are some reasons that people procrastinate?
- Are you a procrastinator?
 - Let's take this self-test to determine if you are really a procrastinator or not.



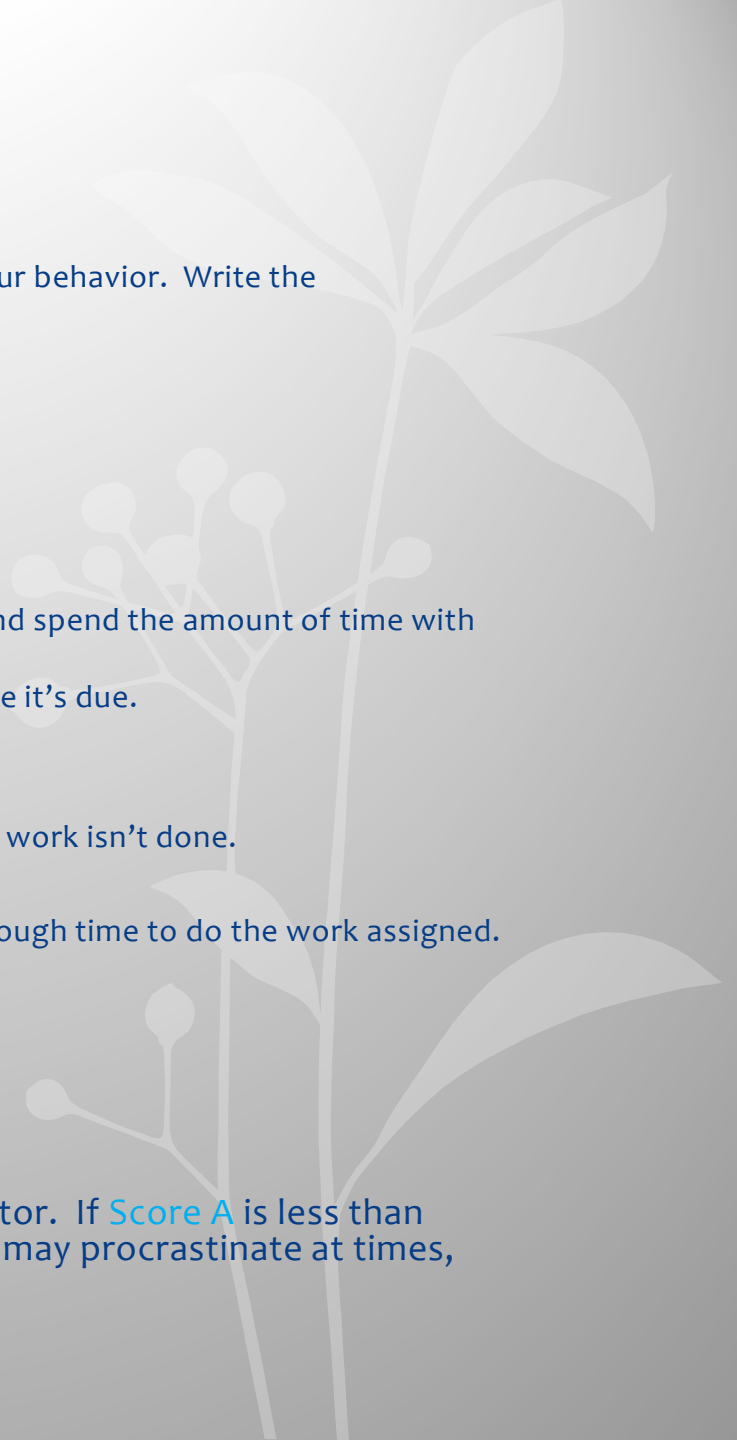
Procrastination Self-Test

- Number your paper from 1 – 12.
- Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.
 - Never – 1 Occasionally – 2 Often – 3 Always – 4
- 1. I feel I have to “cram” before an exam.
- 2. My homework is turned in on time.
- 3. I think I get enough sleep.
- 4. I pull all-nighters before mid-terms and finals.
- 5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
- 6. When I’m working on a paper, I put off writing until a few days before it’s due.
- 7. I cancel social activities because I feel I don’t have enough time.
- 8. I get my papers in on time.
- 9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
- 10. I feel comfortable about how I use time now.
- 11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
- 12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12.

Score B – Add up the numbers for questions 2,3,5,8, and 10.

If **Score A** is greater than **Score B**, you are probably a procrastinator. If **Score A** is less than **Score B**, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.



Overcoming Procrastination

- Set realistic goals
- Do school work when your energy level is at its highest
- Break large tasks into smaller ones
- Work for realistic periods of time
- Avoid all-night study sessions
- Create an effective place to do your school work
- Allow extra time for unexpected things
- Schedule time for yourself
- Use your free time wisely
- Reward yourself when you have finished tasks on time



Additional Tips to Get the Most Out of Studying

- Study for 45-60 minutes at a time
- Take 10-15 minute breaks in between
- Switch subjects after each hour
- Start with the most difficult subject
- Reward yourself
- Work ahead—don't wait until the last minute



What is Time Management?

Time management is the managing of your time so that time is used to your advantage and it gives you a chance to spend your most valuable resource in the way you choose. Time management is a skill that can be learned which involves techniques for prioritizing activities and using time effectively while eliminating disruptions and time wasters. Time Management is an endless series of decisions, small and large, that gradually change the shape of your life.

No one has total control over a daily schedule. Someone or something always will always make demands. However everyone has some control and probably more than they realize. Even within structured time, there are opportunities to select which tasks or activities to handle and what priority to assign to that task. It is through the exercise of these choices that allow you control over your time.

The secret to effective time management lies in organizing and planning. Each person will plan their own week to harmonize with his or her unique requirements, inclinations and interests. Each thirty minutes saved through planning is time which can be used to make life richer and better. Time management begins with the use of an assessment of your current time usage, followed by the creation of a calendar, schedule or planner with daily lists.

To begin, make a *semester calendar*. Use a wall or desk calendar for major exams, due dates, and meetings; basically the events that you must do and that do not change. Use your class syllabi to help you complete the calendar. You should then keep a pocket calendar or use the month calendars in a planner as a reminder of classes, appointments, meetings, and errands.

In addition, a *weekly schedule* should be used, which should be made once a semester of all classes, exercise routine, work and extracurricular activities, housekeeping duties, sleeping and eating, and blank spaces to fit in necessary activities as they come up, which is usually done weekly, preferably on a Sunday night before the week begins. These blank spaces should be utilized for studying and the completion of assignments. Study time should be scheduled at a ratio of two hours of study per hour of class. Moreover, a *daily list* should be made each day, either when you wake up in the morning or each night before you go to bed. The list should be kept short, about five or six items, both academic and personal. The list should also be prioritized and the items should be small specific goals such as read five pages in psychology, not read a chapter of psychology. Additionally, you must learn to use your schedules every day and learn to say "no" so that you can keep to your schedules.

Choosing a Time Management Method that Works for You

Not all time management methods work for everyone. Understanding who you are as a student/learner can help you assess which method is best for you. After assessment, choose a time management organizational tool that can assist you in being a more productive time manager

Organizational & Time Management Tools

In order to accomplish your goals you will need to use Organizational and time Management Tools
Which Planner is right for you?

Tech

PDA

Blackberry

Palm Pilot

Computer Scheduling Programs (e.g. Outlook)

Schedules/Calendars

Daily Planning

• To Do Lists

Weekly Calendar

Semester Calendar

4-Year Plan

Monthly Calendar

Semester on a Page

Use a General Course Catalog

Meet with an advisor

Seven Hints On Time Planning

1. Build your schedule around your commitments. Some activities have fixed time requirements and others are flexible. The most common which you must consider are:
 - FIXED: classes, eating, organizations, church, employment
 - FLEXIBLE: sleeping, study, recreation, personal grooming
2. Plan sufficient study time to do justice to each subject. Most college classes are planned to require about two hours of outside work per week per credit. By multiplying your credit load by two you can get a good idea of the time you should provide for studying. Of course, if you are a slow reader, or have other study deficiencies, you may need to plan more time in order to meet the competition from your classmates. Break assignments into smaller segments, such as library research, read articles & take notes, rough draft, edit paper, final draft. Break study tasks into smaller segments, such as: read chapter, outline chapter, make note cards, study note cards, review for exam.
3. Study at a regular time and in a regular place. Establishing habits of regularity in studying is extremely important. Knowing what you are going to study, and when, saves a lot of time in making decisions, finding necessary materials, etc. Avoid generalizations in your schedule such as "study". Commit yourself more definitely to "study history" or "study chemistry" at certain hours.
4. Study as soon after class as possible. Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate. Remember, one hour of study immediately after class is probably better than two hours of study a few days later.
5. Utilize off hours for study. Those scattered one or two hours free periods between classes are easily wasted. Using them for study will result in free time for recreational activities later on.

6. Study no more than two hours on any one course at one time. After studying for two hours you begin to tire and your ability to concentrate decreases rapidly. To keep up your efficiency, take a break and then switch to studying another subject.
7. Borrow time-don't steal it. Whenever an unexpected activity arises that takes up time you had planned to use studying, decide immediately where you can trade for "free" time to make up the missed study time and adjust your schedule for that week.

Taken from Effective Study Materials P.O. Box 603, San Marcos, Texas

In addition to blocking in time commitments, designate a section for listing and grouping phone calls by priority. Group errands in a time/geographical/priority sequence and make a "If I get everything else done" list.

Maximize your efficiency by working with your body cycles.

Cognitive Tasks 8am-12pm

Cognitive, or mental, tasks such as reading, calculating, and problem solving are performed most efficiently in the morning.

Short Term Memory 6am-10am

Short term memory tasks such as last minute reviewing for tests performed early in the morning.

Long Term Memory 1pm-4pm

Longer term memory tasks such as memorizing speeches and information for application are best performed in the afternoon.

Manual Dexterity 2pm-6pm

You are most efficient at tasks involving the use of your hands such as keyboarding in the afternoon and early evening.

Physical Workouts

Because of Circadian Rhythms it is best to engage in physical activity in the evening when your large muscle coordination is at its peak.

Monitor & Reward Behavior

Acknowledge what you have accomplished, rather than focusing on the unaccomplished. Check off items and reward yourself after task completion. Remember to take a break after completing an important task and reschedule uncompleted objectives. Acknowledge your *effort* just as you would do for a friend.

Personal Time Management Tool

Time Flies When You're...

How do you spend your time? Fill in this worksheet with what you do in a normal school week. Use the results to figure out where you might have some extra time. See how you can improve your schedule.

How many hours a day do you:	Daily Total	Frequency	Weekly Total
Sleep (yes, include naps)?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Spend in school?	<input type="text"/>	x <input type="text" value="5"/> =	<input type="text"/>
Study or do homework?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Watch TV?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Spend online or on the computer?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Talk on the phone (or text message)?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Work at a job?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Commute to and from work and/or school?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Participate in extracurriculars (e.g., sports)?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
Prepare and eat meals?	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
<input type="text"/>	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
<input type="text"/>	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
<input type="text"/>	<input type="text"/>	x <input type="text" value="7"/> =	<input type="text"/>
TOTAL HOURS			<input type="text"/>

Understanding your results:

As you think about the demands on your time, please consider carefully the effects that your choices will have on your personal health and well-being. As the weekly time grid demonstrates, there will be many demands on your time. Please feel free to speak with your teachers, your counselor, administrators, and your parents, or guardians to help you through this process.

Most people can only manage 60 hours of productivity each week. If your result is above 60, you may need to cut back on either work or school. If you are below 60 you should be able to balance the demands of school and work. However, keep in mind that you also have commitments to family, your health and hobbies or exercise. To help you plan your time for each of these commitments, you may complete the weekly time grid on the following page.



Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

BAMme



Calendar - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New Go to Today 1 Day 5 Work Week 7 Week 31 Month Find Organize

Calendar

October 29 - November 04

	Mon, Oct 29	Tue, Oct 30	Wed, Oct 31	Thu, Nov 01	Fri, Nov 02	Sat, Nov 03	Sun, Nov 04
	David Woolley bir		Halloween Halloween (United States)	MONTHLY STUFF NO TINA	Orlando lunches: Kyle, M TADI Peter Thadd	visit Mom & Dad	EstiN. Anniversary PUMP Football Rain Date
7 am							
8 00	EXERCISE	EXERCISE	EXERCISE		EXERCISE		
9 00				Basketball			
10 00	Don & Janeen (ETC)	earth theater demo? dentist	Call Jane Prey (703-292 Ph.D. Student Meetings (Stage3)		9:45am-10 Jai Doctor visit		
11 00					Kodak conference call		Church
12 pm	Brad myers amulet (stage3)	SCS council					
1 00	Mocap (ETC)	PUI (NSH 1305)	ET tir	PUI (NSH 1305)			Steelers HOME Baltimore
2 00							
3 00	Randy S. (ETC)		Kodak confer call	Dan Boyars HCT	Time Management Talk (5409)		
4 00	Sara Masters <mast41@ Research Seminar	Alice Team (stage3)	Stage3 Meeting	CSD Faculty Meeting (Wean 4623)	CSPR (We	Drive to Sheriffs	Football (Taylor Alderdice)
5 00	5:45pm-6:00pm drive ho call "Steven Dow" HCII g					sheriffs	
6 00					Drive Home		
7 00	Monday DINNER	Tuesday DINNER	Wednesday DINNER	Thursday DINNER			
8 00					Friday DINNE		
9 00	Steelers HOME Tennessee		West Wing				
10 00			Law & Order				
11 00							

October 2001

M	T	W	T	F	S	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2001

M	T	W	T	F	S	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2001

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2002

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2002

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10						

Time Wasters

Lack of Planning

Possible Causes

- Failure to see benefit
- Activity orientation
- Successful without it

Solutions

- Recognize that planning takes time but saves time in the long run
- Emphasizes that success is often in spite of, not because of, methods

Lack of Priorities

Possible Causes

- Lack of goals and objectives

Solutions

- Write down goals and objectives

Over-commitment

Possible Causes

- Broad interests

Solutions

- Choose a few, then say NO to further requests for involvement
- Decide which things must come first
- Develop a personal philosophy of time, relate priorities to a daily/weekly "To Do" list

Management by crisis

Possible Causes

- Lack of planning
- Unrealistic time estimates
- Problems orientation

Solutions

- Allow for adequate time; allow for interruptions
- Be opportunity oriented
- Act instead of react

Haste

Possible Causes

- Impatience with detail or routine matters
- Responding to the urgent
- lack of planning ahead
- Attempting too much in too little time

Solutions

- Take the time to do it right the first time, saves doing it over
- Distinguish between urgent and important
- Take time to plan
- Attempt less; delegate more.



Visitors

Possible Causes

- Enjoyment of socializing
- Inability to say no

Solutions

- Do it elsewhere
- Meet visitors outside or at the door
- Avoid situations where you know you like to visit but don't have the time right then
- Say no
- Be unavailable; modify open door policy
- Suggest doing something at another time

Indecision

Possible Causes

- Lack of confidence in the facts
- Insistence on all the facts - paralysis of analysis
- Fear of the consequence of a mistake

Solutions

- Improve fact finding and validating procedures
- Accept risks as inevitable: decide without all facts
- Use mistakes as a learning process
- Think of possible consequences and courses of action to deal with them
- Get facts, set goals, investigate alternatives and negative consequences, make the decision and implement it



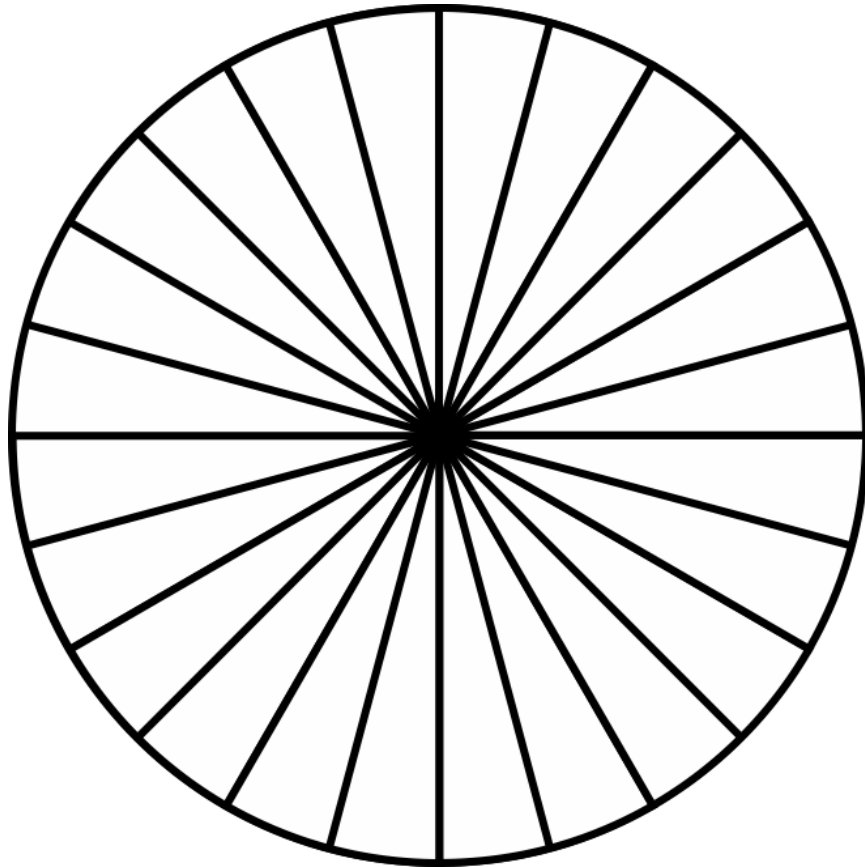
Time Management Worksheet

Why is time management important?

- Reduces stress & anxiety.
- Reduces the fear of failure.
- Preparation improves your confidence.
- Reduces completing tasks at a mediocre level.
- Preparation makes the day run more smoothly.

How do you spend your time?

There are only 24 hours in a day. It is helpful to learn and track how you utilize every hour in each day. On average where do you spend your time each day? Take time to fill in the circle with everything you do in a day. Example: You spend time sleeping, so will need to include the total number of hours spent sleeping in your circle. Don't forget all of the various responsibilities and activities you do each day: classes, studying, sleep, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, etc.



Time Management Worksheet

Use your completed 24 hour circle to calculate how much time you spend on each activity listed in the Activities Breakdown below each week. The blank lines are for any additional situations that take up your time. After you have totaled up all the items you can think of, figure out how much free time you have.

ACTIVITIES BREAKDOWN - Hours per Week

1. Class Time _____
2. Study Time, reviewing, projects, papers _____
3. Commuting _____
4. Dressing and eating _____
5. Hours of employment _____
6. Responsibilities at home _____
7. Athletics requirements _____
7. Telephone and computer _____
8. Television _____
9. Dating, outings, sports, movies, "going out", etc (entertainment). _____
10. Sleeping _____
11. _____
12. _____
13. Wasted hours _____

Total: _____

Total number of hours per week = 168 Subtract your Total _____ Total free hours per week _____

Now that you know how you are currently spending your time, it is good to reflect on your life's priorities and goals. What is most important to you? What are your life priorities?

List your top 10 life priorities in order from most to least important:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

How do your Priorities match up to how you spend your time each week?

What do you need to adjust in your weekly schedule to better match your life priorities?



Time Management Worksheet

List any additions you want to add to your weekly schedule: _____

What do you spend time on that you will remove or reduce in your weekly schedule? _____

Create your new ideal schedule below: You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself, for instance, when will you sleep, eat, etc?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

How many hours are you spending in class each week? _____

How many hours have you devoted to studying each week? _____



Time Management Worksheet

Are you a procrastinator?

Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.

Never – 1 Occasionally – 2 Often – 3 Always – 4

1. I feel I have to “cram” before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before mid-terms and finals.
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I’m working on a paper, I put off writing until a few days before it’s due.
7. I cancel social activities because I feel I don’t have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
10. I feel comfortable about how I use time now.
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12. _____

Score B – Add up the numbers for questions 2,3,5,8, and 10. _____

If Score A is greater than Score B, you are probably a procrastinator. If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

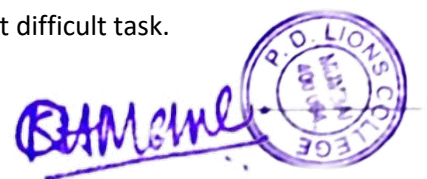
Tips for learning how to manage your priorities:

1. Do you feel over extended? Too much to do and not enough time to do them?

- Do you plan ahead?
- Are you realistic about the time it takes to complete an assignment?

2. Studying!

- Are you aware of the 1-credit class = 2-hour study rule?
 - For every credit you take you will likely need to study two hours a week.
 - If you are a full time student taking 6-9 credits per session, you will study close to 12-18 hours a week.
- Figure out your peak learning time during the day and start with the most difficult task.
- Try and study at the same time every day.



Time Management Worksheet

- For maximum retention, study in 50 minute intervals. (See what works for you! Maybe every 20-30 minutes!)
- Take a five-minute break after a 50 minute stretch to let the information “sink in”.
- Study in an area conducive to learning.
- Keep interruptions and noise to a minimum.
- Be fed and rested. (Drink water and watch your caffeine intake)
- Pace yourself. Going too fast leads to errors and going too slow results in boredom.
- Try different techniques to increase retention. Stand up, walk, pace, talk out loud, sit near a window for natural light, have a study partner.

3. Can you say “NO!”?

- Being able to say no is a learned skill... it takes practice.
- If you are asked to do something that will affect your studies: Check to see if it’s something you really want to do. Consider how it will affect your study time or college success. Ask yourself if it will create stress that you would rather do without.
- Think about delaying your answer in order to figure out what you want to do and perhaps compromise a solution for another time.

4. Reward Yourself!

- Rewarding yourself for completing a task is an important part of being a student. Psychologically we need some sort of recognition of a job well done. Some short term rewards can be watching a TV show, talking to a friend on the phone, having coffee with someone or buying a small reward.
- Long-term rewards are used when a big test or paper is finished, a semester is completed, a certificate or a degree is obtained. These require some more meaningful rewards such as a visit to a museum or gallery, live music or live comedy. The idea is to treat yourself to something special (Keep in mind the cost of these).
- Rewards should be meaningful and should make you feel good.

7. Planning your time.

- Make a list of things to do today and keep it reasonable.
- Make use of an appointment book to keep track of your schedule.
- A perfect tool for the student is a monthly calendar book that allows you to record all required work for the semester, day by day. At a glance you can see what is due and what is coming up. It helps to work backwards when planning your session.
- Use color highlighter to emphasize important assignments.
- Make sure you give yourself free time for fun and relaxation.
- Make time to reward yourself for completing goals.
- Remember to look at your calendar every day.
- Know when to ask for help





**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE & ECONOMICS
ISO 9001 : 2015 Certified**

**Time Management
30 Hours Value added Courses
2021 - 2022**

Sr.No.	Name of Faculty	Module to be covered	Contents of the module	Hours distribution
1.	Prof. Subhashini Naikar & Prof. Rahul Yadav	Module 1	1.1 Why time management? 1.2 Objectives of time management. 1.3 Sequence 1.4 How to make effective use of time	10 hours
2.	Prof. Sailee Shringarpure & Prof. Sneha Hathi	Module 2	2.1 Key issues faced in time management 2.2 How to overcome the problems of time management 2.3 Tricks to manage time effectively 2.4 Importance of To Do's and Time log sheets	10 hours
3.	Prof. Sarita Jha & Prof. Aditi Save	Module 3	3.1 Quiz 3.2 Sheets 3.3 Analysis of log sheets and quizzes 3.4 Overview of activity	5 hours
4.	Prof. Shilpi Sanjay Dey	Module 4	4.1 Question and Answer on sheets 4.2 Time waster analyses 4.3 Case Study 4.4 Case Study	5 hours



**Dr. Kiran Mane
I/C Principal**

Sunder Nagar, Swami Vivekanand Road, Malad (West), Mumbai – 400064. Tel.:
+912228725792 ☎28732270 ☎E-mail: dalmialionscollege@gmail.com Website:
www.dalmialionscollege.ac.in



**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Date: 19th January, 2022

TIMETABLE AND SCHEDULE FOR TIME MANAGEMENT VALUE ADDED COURSE

(DEPARTMENT OF BAF & PLACEMENT- 2021-2022)

The Schedule for the Value Added Course shall be as follows:

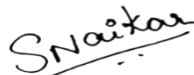
Sr. No.	Date	Day	Time	Topic
1.	15/01/2022	Saturday	2:00 pm to 3:30 pm	Why time management? Objectives of time management. Sequence How to make effective use of time
2.	16/01/2022	Sunday	11:00 am to 1:30 pm	Importance of schedule and timetable Knowledge on how to priorities Issues faced in time management
3.	21/01/2022	Friday	3:00 pm to 4:30 pm	Key issues faced in time management. How to overcome the problems of time management
4.	22/01/2022	Saturday	3:00 pm to 4:30 pm	Tricks to manage time effectively. Importance of To Do's.
5.	28/01/2022	Friday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
6.	29/01/2022	Saturday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
7.	04/02/2022	Friday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study
8.	05/02/2022	Saturday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study

BANAME

- ❖ E-Certificate will be issued after attending all the sessions & after filling all the sessions' feedback forms.
- ❖ Google meet link: <https://meet.google.com/tkd-gbzh-cop>
- ❖ Google classroom link
<https://classroom.google.com/c/NDU2MDc5OTkwODgz?cjc=ewhyn5p>
- ❖ For any queries kindly contact: Prof. Sailee Shringarpure and Prof. Subhashini Naikar.



Prof. Sailee Shringarpure
(BAF Coordinator)



Prof. Subhashini Naikar
(Vice Principal –SFC &
Placement Convener)



Dr. Kiran Mane
(I/C Principal)

DI/N-STD/GEN/00





PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

ISO 9001: 2015 CERTIFIED



**Self Financed Courses - BAF Program In Association with
Placement Cell
Organizes**

30 HOURS VALUE ADDED CERTIFICATE COURSE ON “TIME MANAGEMENT”

CONNECT WITH US FOR ANY QUERIES

BAF Program

**Prof. Sailee Shringarpure –
BAF Coordinator**

Prof. Sneha Hathi

Prof. Shilpi Dey

Prof. Sarita Jha

Prof. Rahul Yadav

Prof. Aditi Save

Placement Cell

**Prof. Subhashini Naikar –
Placement Cell Convenor**

Prof. Sailee S

Prof. Varsha T

Prof. Manisha J

Prof. Mohini N

Prof. Satish Pandey

Prof. Rupali Mishra

Prof. Namrata P

Prof. Shilpi Dey

Prof. Namrata N

COURSE HIGHLIGHTS

- A comprehensive course comprising of 30 hours which can be useful for a lifetime.
- Resources will remain with students for a lifetime.
- e-Certificate will be provided on successful course completion
- Limited 100 Seats
- Course commencing from 15th January 2022

Registration link <https://forms.gle/AQupq3EXDTxDPPrD28>

Join WhatsApp group

<https://chat.whatsapp.com/LFxX92WuqChlbsG9plJG>

**★ ★ Grab this golden opportunity and Register now for
Free! ★ ★**

Follow us on Instagram @pdlc_baf

https://instagram.com/pdlc_baf?igshid=1huxic6i0s3i5



**Prahladrai Dalmia Lions College of
Commerce & Economics**
ISO Certified 9001:2015



Celebrating 50 Years of Excellence

Certificate of Course Completion

This is to Acknowledge that,

Mr / Ms _____ of _____ class

HAS SUCCESSFULLY COMPLETED THE

Value Added Certificate Course for 30 Hours on “**TIME MANAGEMENT**”, organized by
B.Com.(Accounting & Finance) Program in association with Placement Cell held from 15th
January 2022 to 12th March 2022

Prof. Sailee Shringarpure
Co-Ordinator (BAF Program)

Prof. Subhashini Naikar
Vice-Principal (SFC)
Convener - Placement Cell

Dr. Kiran Mane
I/C Principal



**Prahladrai Dalmia Lions College of
Commerce & Economics**
ISO Certified 9001:2015



Celebrating 50 Years of Excellence

Certificate of Participation

This is to Acknowledge that,

Mr / Ms _____ of _____ class

HAS SUCCESSFULLY COMPLETED THE

Value Added Certificate Course for 30 Hours on “**TIME MANAGEMENT**”, organized by
B.Com.(Accounting & Finance) Program in association with Placement Cell held from 15th
January 2022 to 12th March 2022

Prof. Sailee Shringarpure
Co-Ordinator (BAF Program)

Prof. Subhashini Naikar
Vice-Principal (SFC)
Convener - Placement Cell

Dr. Kiran Mane
I/C Principal

Timestamp	E-mail id	Name (In capital letter)	Mobile: 9867218368
2-21-2022 16:55:54	emelia.n@rediffmail.co	Emelia Noronha	09819202132
2-26-2022 12:27:59	rishabkharwar@gmail.c	Rishab Kharwar	750641240
2-26-2022 12:28:07	mishrashwet95@gmail.	SHWET MISHRA	9594624392
2-26-2022 12:28:19	gauringhag@gmail.com	GAURI NITIN GHAG	7715099980
2-26-2022 12:28:29	manishagupta9076230@	Manisha Anil Gupta	9076230054
2-26-2022 12:29:09	Poojakarle010101@gm	POOJA RAMDAS KAR	9137490190
2-26-2022 12:29:46	siddhimayekar18@gm	SIDDHI MAYEKAR	7718092252
2-26-2022 12:29:54	Komalstiwari160@gma	KOMAL SANTOSH TIV	07045087380
2-26-2022 12:29:57	neelam290703@gmail.	Neelam Lalbahadur Ya	09324474859
2-26-2022 12:30:21	gauravshukla020802@	GAURAV SHUKLA	9987745823
2-26-2022 12:30:35	truptijangam2003@gm	JANGAM TRUPTI	8104537225
2-26-2022 12:30:42	pareemmudit@gmail.c	Mudit Jitendra Pareek	9653137758
2-26-2022 12:30:53	priyanshu1933@gmail.	PRIYANSHU DHANAN	9867694999
2-26-2022 12:32:42	poojakarle010101@gm	POOJA RAMDAS KAR	9137490190
2-26-2022 12:36:37	sksaniya043@gmail.co	Saniya Shaikh	08652402783
2-26-2022 12:38:54	hrutikathore@gmail.c	HRUTIKA THORE	7718937913
2-26-2022 12:51:07	vsoni559vs@gmail.com	VIDHI JAYESH DHAKA	9512795927
2-26-2022 12:58:42	swatisingh0642001@g	Swati singh	8369897500
2-26-2022 13:00:29	as1890941@gmail.com	ANGAD SHARMA	9324179731
2-26-2022 13:00:42	manishavp2004@gmai	PRAJAPATI MANISHA	9326206819
2-26-2022 13:03:51	piyushjain0302@gmail.	Piyush Madanlal Jain	9167145371
2-26-2022 13:04:42	khushimi366@gmail.co	Mishra khushi Vinod	7303415552
2-26-2022 13:04:43	bvpatel064@gmail.com	BHARAT VIRENDRA F	9082107611
2-26-2022 13:05:36	manishavp2004@gmai	PRAJAPATI MANISHA	9326206819
2-26-2022 13:07:03	payalrai9322@gmail.c	Payal Ravi Rai	9326037576
2-26-2022 13:07:13	gaganparihar140@gm	GAGAN PARIHAR	9136242745
2-26-2022 13:08:59	piyushjain0302@gmail.	PIYUSH MADANLAL J.	9167145371
2-26-2022 13:15:55	rishabhpandey56952@	RISHABH PANDEY	9021565291
2-26-2022 13:20:09	dikp2608@gmail.com	HARDIK ASHISH PARI	9372619563
2-26-2022 14:02:47	Minakshiyadav42521@	YADAV MINAKSHI DA	7304155430
2-26-2022 14:44:28	shrrutinv221@gmail.co	SHRUTI N. WAIKAR	7506210674
2-26-2022 16:05:20	amishabzaveri24@gm	AMISHA BHARAT ZAV	+918879333584
2-26-2022 16:53:04	Jy320203@gmail.com	Jyoti Rajkumar yadav	7021315261
2-26-2022 19:20:26	yadavrahul5638@gmai	Rahul Kumar Yadav	8169072873
2-27-2022 0:53:46	mansirana939@gmail.c	Manasi Rana	8928264432
2-27-2022 20:16:43	foram.j@dalmialionscol	Foram Joshi	+919819391478
3-10-2022 10:15:23	Option 1	Sanjeev kharwar	8446574674



Name of the College/In	Rate the significance of	Rate the effectiveness	Rate the session techni
Prahladrai Dalmia Lion:	5	5	5
Prahladrai Dalmia Lion:	5	3	4
PDL COLLEGE OF CC	4	4	5
Prahaldhrai Dalmia lion	5	5	5
PDLC	5	5	5
Phaladhari dalmia lions	5	5	5
Prahladrai dalmia lions	4	4	4
Prahaladrai dalmia lion:	4	4	5
Prahladrai Dalmia Lion:	4	4	4
Prahladrai Dalmia Lion:	5	5	5
Pdlc	4	5	5
PDLC	5	5	5
Dalmia college	5	5	5
Phaladhari dalmia lions	5	5	5
PDLC	4	4	2
Prahladrai dalmia colleç	4	5	5
PDLC	5	5	5
Prahlad Rai dalmia lion	4	3	4
Prahladrai dalmia lion c	5	4	4
PRAHADRAI DALMIA I	4	4	5
Prahladrai Dalmia Lion:	5	5	5
Pdlc dalmialions colleç	4	3	5
PRAHLADRAI DALMIA	4	5	3
PRAHADRAI DALMIA I	5	4	5
Prahladrai Dalmia lions	5	5	5
PRAHLADRAI DALMIA	5	5	5
Prahladrai Dalmia Lion:	5	5	5
Praladrai dalmia colleç	5	5	4
Prahladai Dalmia lions	5	5	4
PRAHLADRAI DALMIA	5	3	5
Prahladrai Dalmia Lion:	5	4	4
Prahladrai Dalmia lions	1	1	2
Prhaldrai dalmia lions c	5	5	5
P D lion's college	5	5	5
Prahladrai Dalmia Lion:	5	5	5
Prahadrai Dalmia lions	5	5	5
Prahladrai Dalmia lions	5	4	4

BAMme



Rate the overall effectiveness of your suggestions (if any)

- 5 Good
- 5
- 5
- 5
- 5 More lecture like this 😊
- 5 No
- 4
- 4
- 4
- 5 Mind-blowing session I like it very much.
- 4
- 5
- 5 No suggestion every thing was very well conveyed
- 5 No
- 3
- 5 .
- 5
- 3 Very helpful
- 4 No
- 5 helpful for CA student
- 5 Nothing
- 3 Positive seminar 👍👍
- 5
- 4 helpful for CA students
- 5
- 5 The webinar was excellent. Many new things we came across. we really
- 5 Nothing
- 5 Excellent Webiner
- 5
- 4
- 4 It was best and I would like to attend more sessions
- 2 No
- 5
- 5 all was right
- 5
- 5
- 4 Yes

BAMONE



/ enjoyed this webinar. We are waiting for more this kind seminars thank you.