

The Teachers Conclave- Workshop on Time Management by Ms. Amar Nain



The Teachers Conclave Workshop on day 6 on Time Management was conducted by Ms. Amar Nain from on 6th June, 2019. She highlighted effective and efficient time management where we set clear goals and planned our time well. She emphasized on 'SMART' work to ensure we set aside 'Me' time.

The whole workshop was based on how to save time but at the same time not letting the quality of the work to be affected. She stressed on the Pareto's Principle of 80/20 and 9 ways to overcome procrastination. Pareto's principle states that we should put our efforts where they will make the most of the difference. She discussed that 20% of our input leads to 80% of the output whereas the rest 20% takes on 80% of our efforts. So, it is worth importance to notice that most of our efforts can go unused. The 9 ways to overcome procrastination - Delete, Delegate, Do it, 15 minute rule, chop it up, Ask for Advice, Clear Deadline, Reward and Remove Distractions were also discussed.

She also discussed how being productive is different from being busy. The workshop ended with the note that time management and priority management are the same.

The workshop was very interactive and the teachers got to enjoy a number of activities as well. The session ended with a soothing music number 'Aane wala pal jaane wala hai' from an old Hindi movie. The workshop concluded on a positive note. Ms.Amar Nain was felicitated with a School Memento by Ms.Neha Sehgal, Head, Junior School and Ms.Gurpit Kaur, Deputy Head, Junior School.