

Delhi School of Professional Studies and Research

Affiliated to G.G.S Indraprastha University

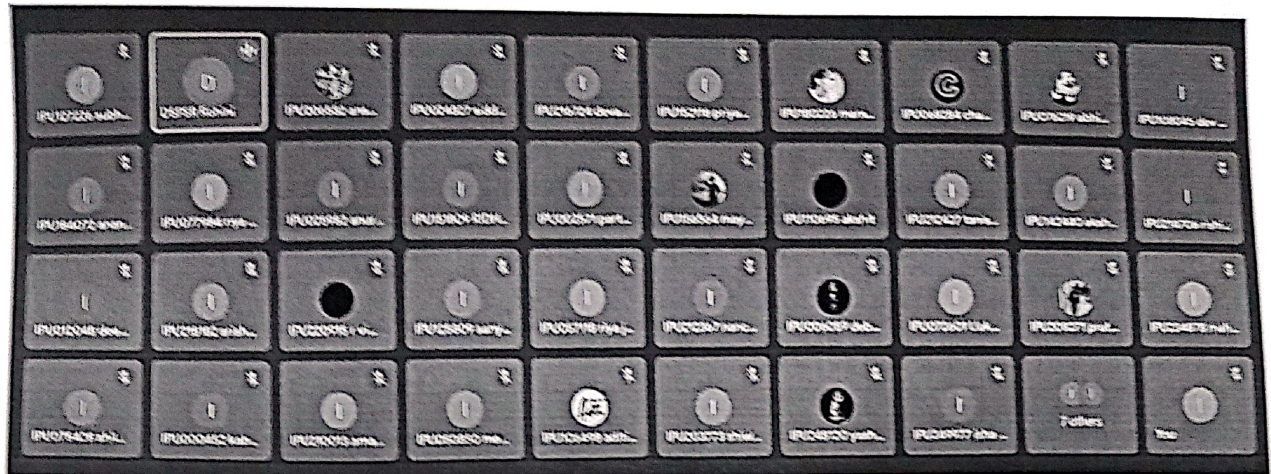
(NAAC Accredited "A" Grade Institution)

Guest Lecture on Time Management in New Normal

Held On

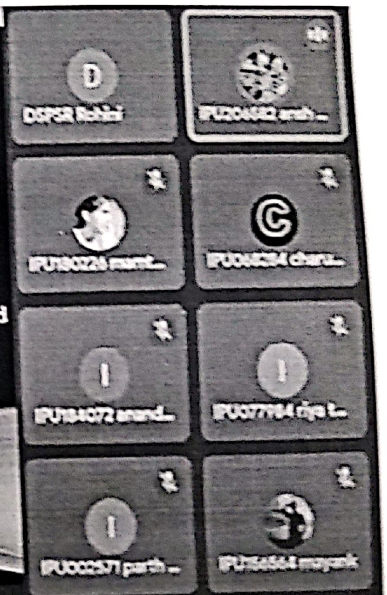
12th March, 2021

Title	Time Management in New Normal
Date and Time	12 th March, 2021
Venue	DSPSR Campus
Resource Person/Facilitator	Mr. Ravi Manoram
No. of Participants	250
Summary	A Guest lecture on "Time Management in New Normal" was organized by DSPSR for the students of B.COM (H) and BBA (G). The resource person for the session was Mr. Ravi Manoram, Trainer, TIME Education. The lecture was attended by 250 participants.
Winners	NA



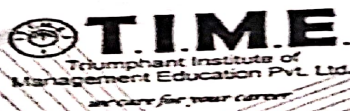
TIME MANAGEMENT IN NEW NORMAL

- ❖ Make a To-do list every day, prioritizing the most important tasks at the top.
- ❖ Create a daily schedule—include time to exercise, study, sleep, eat—even if you do not have any synchronous classes to attend virtually. Creating structure to your day can help you stay on track and be productive. Pay attention to when and where you need to be as classes, meetings, and other obligations may be a mixture of virtual and in person AND these may change from week to week! Write it down! Schedule breaks from screens (i.e., computers/laptops, cellphones, TVs, etc.) If you have back-to-back virtual classes try to take a couple of minutes to stand-up, stretch, grab a snack, and use the restroom.
- ❖ Use a planner—Consider a physical planner (to help decrease screen time).
- ❖ Discover your most productive time—are you an early bird or a night owl? What time do you typically feel most productive, most engaged and alert?
- ❖ Create dedicated time to study... while also being prepared to use those unexpected free moments to get things done.
- ❖ Learn how to say NO—prioritize what is most important to you this semester and set boundaries, recognizing when other potential commitments may interfere with your goals.



DELHI SCHOOL OF PROFESSIONAL STUDIES AND RESEARCH
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Placement Cell of DSPSR
 Welcomes



For a Session on
Time Management in New Normal
12th March 2022

GUEST LECTURE

Mr. Ravi Manojma
 (Trainer, TIME Education)

VENUE-ZOOM
TIME-11:30 a.m.

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