

## Workshop On Time Management Report-2025



The Workshop was successfully organized on 22nd March 2025 by the IQAC Cell of Humera Khan College of Education. The workshop was conducted at classroom 501, 5th Floor, started at 11:00 AM and concluded at 12:00 PM.

### Objectives:

#### Primary Objectives

- Prioritization and Goal Setting: Equip B.Ed. students with skills to prioritize tasks and set achievable goals, ensuring effective time management.
- Time Optimization: Teach students to optimize their time usage, minimizing distractions and maximizing productivity.

#### Secondary Objectives

- Reducing Stress and Anxiety: Help students manage stress and anxiety related to academic and professional responsibilities.
- Improving Academic Performance: Enable students to apply time management skills to enhance their academic performance and overall well-being.

### **Expected Outcomes**

By achieving these critical objectives, B.Ed. students will be better equipped to manage their time effectively, leading to improved academic performance, reduced stress, and increased productivity.

### **Target Audience:**

B.Ed. students from various disciplines, interested in understanding the implications of Time Management on their academic and professional pursuits.

### **Highlights:**

- Prioritization Techniques: Students learned effective prioritization methods to manage tasks and focus on high-priority activities.
- Goal Setting Strategies: Participants understood how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and create actionable plans.
- Time Management Tools: Students were introduced to various time management tools, such as planners, calendars, and apps, to help them stay organized.
- Avoiding Procrastination: Participants learned strategies to overcome procrastination and stay motivated.
- Improved Academic Performance: Effective time management enables students to complete assignments, prepare for exams, and engage in research projects.
- Reduced Stress: By prioritizing tasks and managing time efficiently, students can reduce stress and anxiety.
- Enhanced Productivity: Students can optimize their time usage, allowing them to balance academic responsibilities with other activity.
- The workshop empowered B.Ed. students with essential time management skills, enabling them to achieve their academic goals, improve productivity, and reduce stress.

The B.Ed. students participated enthusiastically and actively in the workshop, engaging in discussions on various aspects of NEP 2020. They raised questions and explored topics such as teacher education reforms, curriculum changes, and digital education.

### **Student Feedback:**

After the workshop, students provided feedback, stating that it helped them gain a deeper understanding of Time Management. They felt that the policy has the potential to bring significant changes in teacher education and school education.

**Organizing Team:**

The workshop was efficiently managed by the organizing committee comprising:

Ms. Premkala Shukla (M.Ed. Intern)

The workshop was conducted under the coordination of Chief Coordinator Dr. Varsha Maru, with the continued encouragement and support of Principal Dr. Masarrat Saheb Ali.

**Conclusion:**

The Time Management Workshop for B.Ed. students successfully equipped participants with practical skills and strategies to enhance their productivity, prioritize tasks, and manage their time effectively. Through interactive sessions and expert guidance, students gained valuable insights and techniques to optimize their daily routines, reduce stress, and achieve their academic goals. The workshop provided a beneficial learning experience, empowering B.Ed. students to take control of their time and excel in their academic pursuits.

