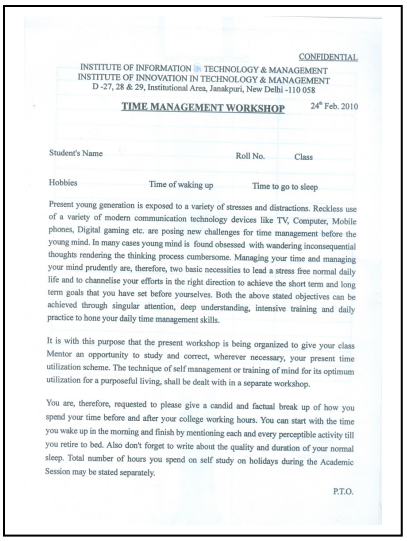
Time Management Workshop For Students : February-March 2010

"Institute of Information Technology & Management" and "Institute of Innovation in Technology & Management" jointly conducted a Time Management Workshop to assess as to "How do the present youths spend their time in managing themselves" and to equip the Mentors to use this data for mentoring the students so that they may manage themselves better.

A questionnaire was given to each student to provide as to how they spend their time before and after the college working hours. In all 1250 students responded to this questionnaire from booth the institutes.



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INSTITUTE OF INFORMATION & TECHNOLOGY & MANAGEMENT
INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT
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TIME MANAGEMENT WORKSHOP 24th Feb. 2010

Student's Name Roll No. Class

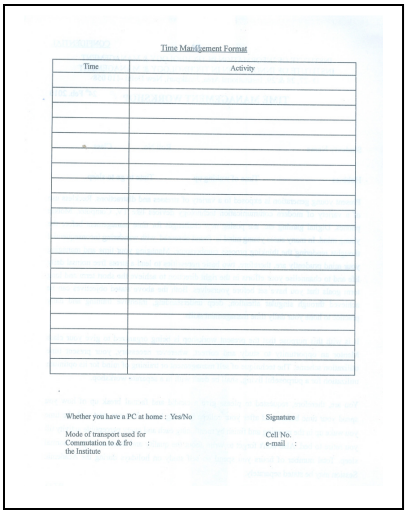
Hobbies Time of waking up Time to go to sleep

Present young generation is exposed to a variety of stresses and distractions. Reckless use of a variety of modern communication technology devices like TV, Computer, Mobile phones, Digital gaming etc. are posing new challenges for time management before the young mind. In many cases young mind is found obsessed with wandering inconsequential thoughts rendering the thinking process cumbersome. Managing your time and managing your mind prudently are, therefore, two basic necessities to lead a stress free normal daily life and to channelise your efforts in the right direction to achieve the short term and long term goals that you have set before yourselves. Both the above stated objectives can be achieved through singular attention, deep understanding, intensive training and daily practice to hone your daily time management skills.

It is with this purpose that the present workshop is being organized to give your class Mentor an opportunity to study and correct, wherever necessary, your present time utilization scheme. The technique of self management or training of mind for its optimum utilization for a purposeful living, shall be dealt with in a separate workshop.

You are, therefore, requested to please give a candid and factual break up of how you spend your time before and after your college working hours. You can start with the time you wake up in the morning and finish by mentioning each and every perceptible activity till you retire to bed. Also don't forget to write about the quality and duration of your normal sleep. Total number of hours you spend on self study on holidays during the Academic Session may be stated separately.

P.T.O.



Time Management Format

Time	Activity

Whether you have a PC at home : Yes/No Signature

Mode of transport used for Commutation to & fro the Institute : Cell No. e-mail :

Findings

1. In general students are not aware of the significance of Time Management to lead a stress free & purposeful life.

2. Large number of students are spending major chunk of their time on chatting or Internet with their friends till late night.

3. Very few students are spending time on self study at home.

4. Only microscopic numbers of students pay attention to their physical & mental wellness.

5. Many students spend their evenings in wandering around.

Poor Time Management Skills is leading to:

Lack of Sleep
Lack of Focus
Lack of Purpose
Poor Health
Shortcuts in Life
Poor Results
Poor Career Growth

IITM Recommends Following Schedule for 24 Hours Day for Students:

Sleep - 7 Hours
Institute - 6 Hours
Self Study - 3 Hours
On Road - 3 Hours
Exercise - 1 Hour
Personal Life - 4 Hours

Spending time on an activity disproportionate to its usefulness for a student is like spending your money disproportionate to the value you get in turn.