

**Criterion 3: Research, Innovations and Extension**

**Workshop On Time Management**

Title:	Workshop on Time Management
Date:	04.01.2017
Venue:	Melesius Hall
Focus of the Event:	Skill Development
Organizing Body:	IQAC, SH College
Resource Person:	Prof. Mohan Joseph Modayil
Total Number of Attendees:	58



*Event Report*

IQAC of Sacred Heart College organized a training on time management for faculty members on 4<sup>th</sup> January 2017. The program was organized in collaboration with Association of British Scholars, Kochi Chapter. IQAC Co-ordinator Dr. Joseph T Moolayil introduced the resource person and spoke on the importance of time management. The resource person for the seminar was **Prof. Mohan Joseph Modayil** was a Planner cum Scientist with more than 50 years of experience in research, planning and development related to marine resource management and HRD. Professor Joseph stated that Personal Time Management Skills are essential for professional success in any workplace. He mentioned that those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy activity reacting to

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crisis after crisis. Highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. Prof Mohan elaborated the following tips of time management.

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination.
- Handle crises effectively
- Organize workspace and workplace
- Delegate more efficiently
- Plan meetings more appropriately and effectively. IQAC Convener Mrs. Agile Joy proposed the vote of thanks



*Event Brochure*

***Training Programme on  
Time Management***

**SH** SACRED  
HEART  
COLLEGE  
Autonomous

**Time**      **Management**

***Effectiveness***

**Date : 04 January 2017**  
**Time : 3.00 pm**