**SAMBHRAM ACADEMY OF MANAGMENT STUDIES**

**School of Management**

**Guest Lecture-cum-Seminar: “Effective Time Management”**

**October 15, 2022**

The School of Management organised a Guest Lecture-cum-Seminar for MBA II Semester Students on the topic “Effective Time Management by Professor S. Muralidhar, Ex-General Manager, HR, Regency Group. Professor S. Muralidhar started the session with the right saying that time and tide never waits for any one and he expected much of an interactive session. Many questions were thrown open to students to probe related to Time Management. The value of time has to be realized so that we will be able to accomplish our future goal. Time management is one’s ability to use time effectively, to be productive and accomplish not only daily tasks but larger career/life goals, real and effective time management beyond preparing ‘to do list ‘– need to develop self – control and crucial life skills: setting goals, planning for the future, auditing time to see how we spend it, analyzing/ monitoring our progress and prioritizing tasks.’

The Speaker presented various images pertaining to Time Management and asked students to visualize the pictures and come out with lateral thinking. One of the famous lines by John **Wooden**, a Basket Ball Coach **“Failure is not doing the things we know we should have done… Success comes from knowing that we did our best to become the best that we are capable of becoming**.**”** Mastering time management allows us to take control of the flow and rhythm of our career/task; effective Time Management benefits in **reducing stress,** **better decision-making and leadership,** **improved relationships,** **continuous growth.**

**An effective time management is really helpful in transforming ones personalities and brings positive changes.** For a student subject like Accountancy may be difficult, but not impossible. S/he should put more effort to deal with difficulties; for future career a certain task may be difficult but have to take it as a challenge. Referring a book came for discussion ‘**Mind Set Transformation by Peter Williams’;** to **set/ clarify goals** by cutting down the time spent more on social media apps and use it for productive purpose, like wise in Future career. **‘To do things’** regularly to monitor work progress towards the targets; also to **Fix / shift focus by, as a student create a weekly schedule on a sheet of paper-attending lectures/seminars, assignments, study time, friends/family time, and play time. In Future career prepares monthly/weekly/daily schedules for target achieving.** C**hange the perspective towards time**, **time is like money- we wish we have more,** to manage the time like money to be more productive, to **use breaks in the College campus reading business magazines in the library.** Also said to have free time activities like playing different games like badminton, football etc. which is also necessary.

**MINIMIZING DISTRACTIONS has to be intelligently done** by concentrating towards the goal. It was expected one to be more accountable for his /her actions **- both success and failure. T**he mind blowing session ended with the statement ‘Time management skills are at the heart of a **happier, fulfilled career/life’.** In the question answer session various question were asked like: How to manage time? Answer: Schedule, plan, Keep Deadline; how to handle emergency work? Answer: choose which is most important based on its importance and take help. The Session ended with a positive note and a vote of thanks by Dr. Smitha N.S.