

Guest Speaker Program

GRADE VI

TOPIC – Time Management

On September 21, 2024, the Effective Time Management Workshop for class VI students was conducted by Ms Neha Jha Mishra, a HR professional working with French multinational clothing brand KIABI, with the primary objective of educating participants on the importance of managing time efficiently to achieve goals and reduce stress.

The speaker emphasised that time management is a crucial skill for success in all aspects of life, enabling individuals to prioritise tasks, stay focused, and make the most of their time.

She introduced various planning techniques, including to-do lists, calendars, and time blocking, to help students organise their tasks and manage their time wisely. The need to minimise distractions, like social media and procrastination, and stay focused on one task at a time to achieve greater efficiency and effectiveness, was also stressed upon.

The speaker provided valuable tips on overcoming procrastination, including breaking tasks into smaller steps, creating a schedule, and rewarding oneself for accomplishments. The students also learned how to evaluate their time management progress and make adjustments as needed. She encouraged students to assess their tasks based on urgency and importance. It helps individuals focus on what truly matters while delegating or postponing less critical tasks.

Throughout the interactive session, students engaged in discussions and asked questions about time management strategies and techniques. The speaker encouraged them to adopt healthy time management habits, emphasising that time is a precious resource that should be used wisely.

The session concluded with a motivational quote by John Cena: "Time management is a key. Although it seems hectic, as long as you manage your time properly you can get everything done". The Effective Time Management Workshop was a resounding success in educating class VI students on the importance of time management and providing them with practical tools to achieve their goals. It is recommended that such workshops be conducted regularly among young learners to help them develop essential life skills.

