

DELHI PUBLIC SCHOOL, SEC. 45, GURGAON
REPORT ON THE GUEST SPEAKER PROGRAMME

TOPIC : Time Management

DATE: 3rd August 2024

TIME: 7:40 am – 8:20 am

CONDUCTED BY: Wing Commander Vikas Adlakha

TOPIC : Time Management

ATTENDED BY: Students of class VIII H and VIII I

Wing Commander Vikas Adlakha provided a comprehensive session on time management, emphasizing the meticulous use of time down to nanoseconds. The session covered various strategies and techniques to enhance productivity and achieve goals efficiently.

Key Concepts and Techniques Discussed:

1. Time Awareness and Goals:

- Recognise the finite nature of time, measured even in nanoseconds.
- Understand the importance of being conscious of where time is spent.
- Set clear, high-priority goals to guide time management efforts.

2. Planning and Action:

- Create detailed plans that align with the awareness of time and goals.
- Implement actionable steps to ensure plans are executed effectively.

3. Methods and Techniques:

- **Eat That Frog:** Focus on completing the most challenging and important tasks first.
- **Time Blocking:** Allocate specific blocks of time to different tasks or activities to ensure focused work without distractions.
- **Rapid Planning Method (RPM):** A Tony Robbins technique involving focusing on the result, purpose, and massive action plan to achieve goals.
- **Parkinson's Law:** Work expands to fill the time available for its completion. Set shorter deadlines to increase efficiency.

4. Timeline Concept:

- Discuss the importance of visualising tasks on a timeline to manage deadlines and track progress.

5. Numerical Understanding of Time:

- Provided numerical examples to illustrate how small units of time add up and impact productivity.
- Emphasised that time is elastic; effective management can stretch its utility.

6. Breaking Tasks into Smaller Steps:

- Break down larger tasks into manageable smaller tasks to avoid feeling overwhelmed and to maintain steady progress.

7. Goal-Oriented Actions:

- Keep goals at the forefront of planning and execution.
- Concentrate on actions that directly contribute to achieving these goals.

Wing Commander Vikas Adlakha's session underscored the critical importance of time management in achieving personal and professional goals. By leveraging various techniques such as time blocking, breaking tasks into smaller steps, and maintaining a clear focus on high-priority goals, the students can significantly enhance their efficiency during exams. The session encouraged the students to adopt a proactive and structured approach to managing their time especially during their exams.

