

**‘Time Management’-Class X**  
“The future depends on what we do in the present.”

Mahatma Gandhi

Managing time effectively enables students to become more confident, organised and learn more efficiently. In order to achieve set targets and gain success, effective management of available time is important. An interactive sessions for the students of class X was organised on 10<sup>th</sup> 11<sup>th</sup> and 13<sup>th</sup> October’ 23, on the topic ‘Time Management’ by Dr. Ajay Kamath.

The session commenced with a questionnaire on topics like:

What is stress and how to de- stress?

How stress is useful?

What are the different ways to deal with stress? etc.

Stress is defined as a physical and mental response to any adverse situation. Dr Kamath discussed how people respond to stress in terms of physiological and physical manifestations. The ways to combat or avoid a stressful situation specifically during exams were discussed. One of the effective tools, Covey's Time Management Matrix, focuses on two key dimensions: time urgency and importance of the activities we handle. Time management and stress can become less challenging depending on how we utilize our time.

He explained about root causes of exam stress like ineffective learning styles, psychological factors, and lifestyle issues.

He also suggested ways to avoid stress, for example

- Preparing a to-do list on the previous evening, every day and the prioritising the tasks.
- Planning the days ahead is an effective way which can avoid a stressful scenario.
- Reward and punish oneself system for self-motivation.
- Taking short breaks in between or meditating.
- Finding out the best study schedule that works for an individual.

The enriching session culminated with five important tips for better time management. He guided the students to be physically & emotionally strong and to enhance the above mentioned skills related to time management.

It was an enriching & informative session.

