



BIRLA PUBLIC SCHOOL GANGANAGAR

(A UNIT OF BIRLA EDUCATION TRUST PILANI)



CBSE AFFILIATION NO. 1730974

WORKSHOP REPORT

EVENT NAME- TIME MANAGEMENT

DATE&DAY- 21/04/2023 & FRIDAY

Objective:

- Discipline allows students to set, and achieve goals in a better way.
- Fostering a positive learning environment.
- Building a sense of responsibility.

Participants:

Students of class VI.

Methodology:

In this workshop, the activities were planned in order to help students learn about different pillars of time to have greater clarity, greater capability and greater confidence.

Brief note about the activity:

Students got the opportunity to learn how to manage time effectively and efficiently, stay motivated, and take action in an optimistic way.

Learning Outcomes:

- Learning how to plan daily activities in a productive and constructive way.
- How to be more specific with the tasks.
- How to have focus on the given task and be more oriented as well as focused.

Enclosure:

1. Circular
2. Poster
3. Activities done by students



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**A WORLD CLASS AIR-CONDITIONED ENGLISH MEDIUM CO-EDUCATIONAL CBSE
SENIOR SECONDARY DAY SCHOOL, DAY BOARDING AND BOARDING SCHOOL**

CIRCULAR

Workshop – Time Management “Master your time, master your life”

“Efficiency is doing thing correctly; effectiveness is doing the right things on time”

**Managing Time- A Workshop on how to manage time more effectively and
efficiently.**

Highlights of the workshop

- **Developing assertiveness among the students.**
- **Organizing time categorically.**
- **Discovering the importance of structuring and prioritizing time.**
- **Identifying the importance of time and how one can overcome procrastination.**

**Date & Day - 21/04/2023(Friday)
Class – VI students**

General instructions for students

-Students are requested to bring A4 size white paper, sketch pens and crayons.

***Best Regards
School Counsellor
BPSG***



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Time Management

"Master your time, master your life "

Day- Friday
Date- 21/04/2023
Class- VI



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REPORT BY:
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BPSG