

# SOAD

**Date: March 11, 2025**

**Time: 3 PM – 4 PM**

## WORKSHOP REPORT

# TIME MANAGEMENT

### WORKSHOP

**Facilitator: Dr. Anindo Bhattacharjee**

(Assistant Dean – Sustainable Business Research & Associate Professor, Organizational Behavior & HRM, School of Business, Woxsen University)

**Participants: B. Des. (Hons.) 2022 – Communication, Interior, Fashion, Industrial Design**



**Planned by:**

**Dr. Murali V Kesaboina,**  
Assistant Dean, Student Affairs

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## INTRODUCTION

The Time Management Workshop was designed to equip students with practical strategies to optimize productivity, prioritize tasks effectively, and achieve a sustainable work-life balance. By incorporating key time management techniques, participants explored ways to enhance efficiency in both academic and professional settings.

## WORKSHOP OBJECTIVES

- Understand the significance of effective time management.
- Learn prioritization techniques and productivity strategies.
- Implement time management tools for better organization.
- Evaluate current time management habits and identify areas for improvement.
- Develop a personalized time management plan.





## KEY HIGHLIGHTS

- **Concept Recap:** Participants revisited fundamental time management principles, including urgency vs. importance and strategic planning.
- **Hands-on Implementation:** Students assessed their current habits and explored various time management techniques.
- **Practical Tools:** The session introduced effective scheduling, goal-setting, and task management methods.
- **Action Plan Development:** Each participant created a personalized time management plan to enhance daily productivity.

## CONCLUSION

The workshop provided an engaging and insightful learning experience, empowering students with essential time management skills to enhance their academic and personal efficiency. By integrating structured techniques with self-assessment exercises, participants gained valuable strategies to balance workload and optimize performance. This initiative aligns with Woxsen University's commitment to fostering holistic student development and professional growth.