

VISTA – AN OUTLOOK

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From the Director's Desk

The term Time Management seems very ordinary these days for everybody with the increasing pressures due to various factors in personal and professional life. It has become difficult to find out time for increasingly demanding life at all the stages of life for that matter.

Managing time is an art which comes with lots of learning, experience and self discipline. It is very much necessary for high achievement. Identification of time wasters and getting rid of them on one hand while planning with prioritization of things to do, for fulfilment of long and short goals with follow up will prove to be helpful.

Time is indeed precious!



Dr. Archana Golwalkar

CORPORATE SCENARIO

Date-18-10-2012

Guest : Mr. Somdev Mukherjee

A seminar was organized by AIM & IT for MBA and MCA students on "Corporate Scenerio" by Mr Somdev Mukherjee (Trainer, Walnut Innovations). The guest was welcomed and introduced by Mr. Kapil Shimal (Asst. Professor). The expert laid stress on non verbal communication, expressing that Body language plays a crucial role in being selected or rejected; the interviewer makes an opinion, the moment a candidate enters into the interview room. He exclaimed that marks is not the only criteria in selecting a person. The candidate's presence of mind and his ad-hoc IQ is the crucial factor in being recruited.

Mr Mukherjee described different interview tricks in shaping the course of interview. He narrated his interview with WIPRO executive and how he pressed the interview panel in selecting him in place of good looking, properly groomed girl candidate. He said girls stand a better chance of being selected as they are a soft gender. He elaborated how one can judge the personality of a person based on his or her Facebook front page, comments and likes tags.

Further in the session the speaker conducted a student centric activity where

he recorded their involvement with the music and clapping sound. He made an opinion about Aishwarya College students of MCA and MBA streams. He took feedback from the students too.

The program was closed by expressing appreciation towards Mr Somdev Mukherjee, Shivani Jain (MCA) presented a memento to the guest. Student went away with full energy and zeal.



Mr Somdev Mukherjee sharing his knowledge



Students keenly listening to Mr Somdev Mukherjee

Further she discussed on the Geometric and Topological types of Surface modeling, emphasizing on polygonal geometric modeling. The expert quoted that the knowledge of mathematics plays an important role in the understanding and implementation of the concept for performance enhancement.

Students found the session very interesting and learnt about a new concept, they were keen to interact with Dr Mandot. The overall session was thought provoking!

The event was coordinated by Dr Archana Golwalkar (Director & SBC), Verbal Welcome and Introduction of Guest was done by Meenakshi Rao (MCA III) and vote of thanks was given away by Neha Khan (MCA I).



Meenakshi Rao (MCA) Comparing the event



Dr Mandot interacting with the students



Dr Manju Mandot sharing her research work

SURFACE MODELLING

Date- 18-10-2012 Dr Manju Mandot

A technical talk on SURFACE MODELING was organized by Aishwarya CSI Student Branch, Aishwarya Institute of Management and IT on 18 October 2012 in Aishwarya College Campus. The expert speaker was Dr Manju Mandot (Director, Centre for Women's Studies, JRN Rajasthan Vidhyapeeth and Prof. in CS). The objective of this session was to provide the students with a fair idea on Image Processing and expose them to the concept of Surface Modeling.

Giving an introduction on the topic Dr Mandot explained the applications of Surface Modeling.



Sakshee Jain expressing thanks

E FREELANCING

Date : 20-10-2012 Mr Hussain Janglate

A guest lecture on "E Freelancing" was organized for the Management and IT students on 20-10-12 in Aishwarya college Campus. The expert speaker was Mr Hussain Janglate (E-Freelancer) Alumni Aishwarya P G College.

The objective of the program was to expose the students to the field of e freelancing and to share with them the opportunities in this field.

During the session the expert introduced to the students the concept and scope of e freelancing laying emphasis on the benefits like flexibility of working hours, Work load control, quality of work, global scope, work from home, source of earning and more.



Mr Hussain Janglate sharing on E Freelancing

Mr Hussain focused on the increasing opportunities in this field and its relevance and gave direction to the students for preparing themselves for their future career and earning while learning. Students took great interest in the deliberation and posed queries.



Students attentively attending to Mr Hussain Janglate

Towards Right Time Management

– Surabhi Bhatnagar (MBA III)

Franklin Covey's four-quadrant matrix for importance and urgency, which is the basis for managing time right.

		URGENCY	
		High	Low
IMPORTANCE	1	Urgent and important Do it now	2 Important not urgent Decide when to do it
	4	Urgent and important Delegate it	3 Not Important not urgent Dump it
		Low	

Covey's quadrants organize our life activities into 4 different quadrants that differ in importance and urgency. The first one represent the things that are

both important and urgent for us to do (you need to do them now). The second represent the things that are **important, but not urgent** (you can decide when to do them). The third represent the things that are **not important, but urgent** (you should delegate them and not do them yourself). The last quadrant represent the

things that are **neither important or urgent** (you should dump them!).

Covey's 4 quadrants give us a valuable lesson- we should stay focus at our important tasks. Even though it's quiet tempting to handle our urgent tasks all the time- that won't leave us much time to do the really important things... We should try and **stay focus at quadrants 1 and 2**.

Find out how good is your Time Management

Abhay Singh Rathore (MCA III)

Question	Not at all	Rarely	Some times	Often	Very Often
1 Are the tasks you work on during the day the ones with the highest priority?					
2 Do you find yourself completing tasks at the last minute, or asking for extensions?					
3 Do you set aside time for planning and scheduling?					
4 Do you know how much time you are spending on the various jobs you do?					
5 How often do you find yourself dealing with interruptions?					
6 Do you use goal setting to decide what tasks and activities you should work on?					
7 Do you leave contingency time in your schedule to deal with "the unexpected"?					
8 Do you know whether the tasks you are working on are high, medium, or low value?					
9 When you are given a new assignment, do you analyze it for importance and prioritize it accordingly?					
10 Are you stressed about deadlines and commitments?					
11 Do distractions often keep you from working on critical tasks?					
12 Do you find you have to take work home, in order to get it done?					
13 Do you prioritize your "To Do" list or Action Program?					
14 Do you regularly confirm your priorities with your boss?					
15 Before you take on a task, do you check that the results will be worth the time put in?					

Score Interpretation

Score	Comment
46-75	You're managing your time very effectively! Still, check the sections below to see if there's anything you can tweak to make this even better.
31-45	You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues below, and you'll most likely find that work becomes much less stressful.
15-30	Ouch. The good news is that you've got a great opportunity to improve your effectiveness at work, and your long term success! However, to realize this, you've got to fundamentally improve your time management skills. Start below!

As you answered the questions, you probably had some insight into areas where your time management could use a pick-me-up. The following is a quick summary of

the main areas of time management that were explored in the quiz, and a guide to the specific tools you can use for each.

Goal Setting (Questions 6, 10, 14, 15)

To start managing time effectively, you need to set goals. When you know where you're going, you can then figure out what exactly needs to be done, in what order. Without proper goal setting, you'll fritter your time away on a confusion of conflicting priorities.

People tend to neglect goal setting because it requires time and effort. What they fail to consider is that a little time and effort put in now saves an enormous amount of time, effort and frustration in the future. Mind Tools has two great articles on goal setting that are must-reads for everyone.

Prioritization (Questions 1, 4, 8, 9, 13, 14, 15)

Prioritizing what needs to be done is especially important. Without it, you may work very hard, but you won't be achieving the results you desire because what you are working on is not of strategic importance.

Most people have a "to-do" list of some sort. The problem with many of these lists is they are just a collection of things that need to get done. There is no rhyme or reason to the list and, because of this, the work they do is just as unstructured. So how do you work on To Do List tasks - top down, bottom up, easiest to hardest?

To work efficiently you need to work on the most important, highest value tasks. This way you won't get caught scrambling to get something critical done as the deadline approaches. For information on how to start prioritizing your tasks, see our articles on Activity Logs, Prioritized To Do Lists, Prioritization, The Action Priority Matrix, and The Urgent/Important Matrix.

Managing Interruptions (Questions 5, 9, 11, 12)

Having a plan and knowing how to prioritize it is one thing. The next issue is knowing what to do to minimize the interruptions you face during your day. It is widely recognized that managers get very little uninterrupted time to work on their priority tasks. There are phone calls, information requests, questions from employees, and a whole host of events that crop up unexpectedly. Some do need to be dealt with immediately, but others need to be managed. Two excellent tools that discuss how to minimize your interrupted time are The Urgent/Important Matrix and Managing Interruptions. However, some jobs need you to be available for people when they need help - interruption is a natural and necessary part of life. Here, do what you sensibly can to minimize it, but make sure you don't scare people away from interrupting you when they should.

Procrastination (Questions 2, 10, 12)

"I'll get to it later" has led to the downfall of many a good employee. After too many "laters" the work piles up so high that any task seems insurmountable. Procrastination is as tempting as it is deadly. The best way to beat it is to recognize that you do indeed procrastinate. Then you need to figure out why. Perhaps you are afraid of failing? (And some people are actually afraid of success!)

Once you know why you procrastinate then you can plan to get out of the habit. Reward yourself for getting jobs done, and remind yourself regularly of the horrible consequences of not doing those boring tasks!

Scheduling (Questions 3, 7, 12)

Much of time management comes down to effective scheduling of your time. When you know what your goals and priorities are, you then need to know how to go about creating a schedule that keeps you on track, and protects you from stress.

This means understanding the factors that affect the time you have available for work. You not only have to schedule priority tasks, you have to leave room for interruptions, and contingency time for those unexpected events that otherwise wreak chaos with your schedule. By creating a robust schedule that reflects your priorities and well as supports your personal goals, you have a winning combination: One that will allow you to control your time and keep your life in balance.

5-MINUTE TIME MANAGEMENT SYSTEM

– **Narayan Choudhary** (MBA I)

1. **Calendar** - you reference this daily. It should include enough space to record at least a dozen items daily.
2. **List** - you carry this around with you. It needs to be easily accessible as you will update it during the day.

You record all your 'To-do's' and deadlines on your calendar. This is your Master Schedule. You will only deal with your Master Schedule once every 24 hours. Every morning you check your calendar and decide what you need to finish that day. Then as you more to-do items come up through the day, you record them on your list instead of your calendar.

When you check your calendar in the morning and plan your day, you schedule your time for the day on your list.

This is one of the key components to the system. Instead of just having a long to-do list you need to work through in the day, you actually allot time during the day to complete your tasks. Your list may look something like this:

Monday - 2/7/11	
Today's Schedule	Things to Remember
• 10 - 11 ENGL 1010 class	- ENGL study group Thurs. 7 pm
• 11 - 12 PSY 1010 class	- Humanities quiz moved to Fri
• 12 pm - 1 pm lunch with Ann	- Laundry
• 1 - 1:45 POLI 1100 reading	- Start researching summer internship opportunities
• 2 - 3 POLI 1100 class	- Schedule DR appt
• 3 - 4:30 finish POLI 1100 reading	
• 4:30 - 6 Start Humanities essay	

Make sure when you schedule your date that you assign each task a specific time that you will accomplish the tasks you are going to do. Also, be realistic about how long things are really going to take you.

The next morning you transfer your to-do items and any items you weren't able to accomplish onto your calendar, assign them a date and make a new schedule for the day. This gives you a lot of flexibility in rearranging your schedule during the day should you need to.

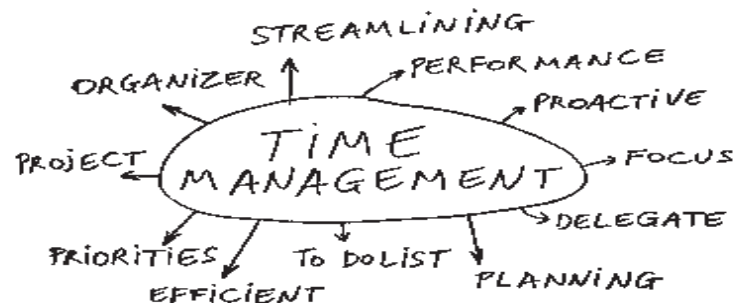
If you get a chance, this is a great chapter to read! He goes into more detail about how to manage your calendar and list. We agree with him when he says, "A little organization goes a long way!"

One of the best benefits of this system is you don't spend a lot of time worrying about when things are due and what you need to remember. It is all written down and organized so your brain can be free to study and learn.



Upcoming Events

- National Workshop on "Success Mantras for Biz - IT"
- Diwali
- Guest Lecture
- MCA V, III Internal Exams



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