



Internal Quality Assurance Cell (IQAC)
Koneru Lakshmaiah Education Foundation
Greenfields, Vaddeswaram, GUNTUR – 522 502

1-Day workshop
on
Effective TIME management and productivity enhancement
Resource Person: Dr. Tirumala Reddy

Date: 19-09-2018

Venue: Rose Hall

A 1-Day workshop on Effective Time Management & Productivity was conducted at Rose Hall in K L University Campus. It was sponsored by IQAC – KLUBS and Hyderabad Management Association. The workshop was formally inaugurated with the Hon'ble Vice-Chancellor Dr. L.S.S. Reddy and the Chief Guest Dr. Tirumala Reddy lighting the Lamp.

In his welcome address Dr. K. Rama Krishna, Dean (Quality) introduced the tricky concept of time management. The phrase is a misnomer as time is not static and so does not submit itself to management. Still it is very important to optimize maximum results from this apparent anomaly.

The Hon'ble Vice-Chancellor applied the concept to campus life and said a teacher's career has four major areas of importance. Teaching-30%. Research / Consultancy-15%, Administration-15% and Extension work 15%.

If time is judiciously distributed among these four activities it would lead to productivity and success.

This was followed by a very interesting and lively interactive session by Dr. Tirumala Reddy.

He started his session with a simple question to the audience whether they were in their position by choice or by chance.

In the present scenario, even a split-second delay allows the runner up to take over. He stressed the importance of first mover advantage and the difference between brand and product. Upskilling is the order of the day.

Dr. Tirumala Reddy elaborated on the benefits of time management. He said that "failing to plan is planning to fail". Similarly, one should schedule the priorities but should not prioritize the schedule. He asked the participants to analyse their routine work and identify time wasters and time killers.

If all the planners – preference is given to the week – planner so that it has buffers for time lags and overruns.

The participants were given templates of To do lists, The priority grid, and other tools of time management.

This was followed by a highly productive question hour where a number of participants were involved in a lively discussion.

Dr. Srinivas Visapragada and Dr. K. Rama Krishna spoke on ways to improve the quality of life through time management skills.

Dr. Kishore Babu, Principal KLUBS talked about time management mistakes or available pitfalls.

He mentioned problem areas like e-mails, telephone calls etc.

He stressed about tolerance for ambiguity and time, money and space as a composite unit.

All Deans' Principals & HODs' participated in the workshop.



Dr. K. Ramakrishna

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