



RESOURCE PERSON: MS. MONIKA DHINGRA

The workshop on time management for the students of class X was organised on 19th August by Ms. Monika Dhingra (PGT Psychology and Counsellor of the school). It was an interactive session in which children were taught to manage their time effectively and productively. They were explained the difference between urgent and important tasks through Covey's Time Matrix to help them prioritize their tasks. The Mayo jar demonstration was an eyeopener as students filled a jar with balls (which represented important tasks) first, then with stones (less important tasks) and finally with sand (least important tasks). The idea was to make them understand how to utilize their time in doing urgent and important tasks first and then plan for least important tasks. Various strategies were explained for time management like setting goals, planning ahead and focus on the task-in-hand. The session was quite educative and engaging. The workshop culminated with a befitting activity song.