
	<p style="text-align: center;"><b>B.V. Patel Institute of Management, Uka Tarsadia University.</b></p>	
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Date: 27/11/2018

### Session on The Checklist – A Self Management:

A session on The Checklist – A Self Management organized for 220 students of FYBBA and B.Com of B.V. Patel Institute of Management & B. V. Patel Institute of Commerce.



Dr. Taral Patel started a session with the meaning of Time, Why it is important & why we have to value the time. He shared life journey of Usain Bolt who practiced 22 years for 9 minutes of their race. During the session he called some students for one activity name “Throw it!!” The moral of this activity is, you are not through your valuables like mobile phone, pen or wallet then why you throw time, which is not come again.

Different videos convey different messages about how to manage time and how to get success by effective time management. Students also mention their time spent on different activities daily and analyze it and revise it on one sheet.

Mr. Nisarg Shah started session with time management story on rocks, pebbles and sands and ask students regarding the moral of story. Student share their views on time management story. He also share a tips regarding how to set priority, avoid procrastination, how to overcome with it, and gives various time management tips like keep a diary, make a to do list, set your objectives, create a schedule, etc.

Whole session was very useful for students to manage time and be focused on their studies and career. During the session students participate well and enjoy the session.