Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra
And Affiliated to University of Mumbai

Department of Computer Science Engineering [AI &ML]

Topic Name:	**Life Skills For Time Management**
Name of the Guest Speaker:	**Prof. Dr. Brijesh Joshi**
Designation:	**Assistant Professor of MCA Department**
Organization/Institution:	**VIVA Institute of technology, Virar**
Date:	**22nd Feb 2024**
Time:	**10:30 am to 12:30pm**

Programme Summary/Details:

The department of CSE(AI&ML) Engineering of VIVA institute of technology organised guest lecture on "**Life Skills For Time Management" by Prof. Dr. Brijesh Joshi**. All the II year students of CSE department participated in the event. The aim of this guest lecture was how efficiently students can manage their time for competitive upcoming events along with studies. The session was two way communication.The students got an opportunity to show their talents by having a role play act representing the importance of urgent-important graph which was the most enjoyed moment of the day.

Program Coordinator: Prof. Karishma Raut

Photos:

Time Management Matrix
Category 1
Category 2
IMPORTANT
Crises
Deadline driven projects
Pressing problems
Breakdown maintenance
Heart attack
Urgent time-bound orders for supply
Meetings
Planning
Self development
Prevention
PC activities
Relationship building
Recognizing new opportunities
Recreation
URGENT
NOT URGENT
Trivial matters
Some unimportant mail
Pleasant activities
Time wasters
Useless phone calls
Category 4
NEW YORK