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**(Ministry of Education Initiative)**

**“A report of seminar on CEO Talks- My Entrepreneurial Journey”**

Name of the event	TIME MANAGEMENT AND PERSONAL DEVELOPMENT
Date of the event	17/02/2024
Name of coordinator	Dr. Deepti Mishra
No. of attendees	33
Mode	Offline

**Workshop**

**PERSONAL DEVELOPMENT AND TIME MANAGEMENT**

SAT, 10:30PM  
17 / 02 / 2024

#HigherStudies  
#CareerTalks  
#TimeMgt  
#MBAT

**Venue :**  
Kantiya Building

**Mr Shams Tej**  
Founder and director :  
QUANTIKA Online Classes

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### **1. Introduction**

The essence of effective time management and personal development cannot be overstated in today's fast-paced world. As we navigate through various responsibilities, deadlines, and personal aspirations, honing the skills to manage our time efficiently while continually developing ourselves becomes paramount. It is within this context that the seminar on Time Management and Personal Development has been convened, aiming to equip individuals with the necessary tools and insights to optimize their productivity, prioritize tasks effectively, and foster personal growth.

In this report, we will delve into the key highlights of the seminar, encapsulating the essential elements discussed during the event. From the insightful keynote address to the interactive sessions that fostered engagement and learning, we will explore the diverse facets that contributed to making this seminar both enriching and impactful. Moreover, we will examine the valuable lessons gleaned from the seminar, elucidating the learning outcomes that participants gained, and conclude by reflecting on the significance of integrating effective time management strategies with ongoing personal development initiatives.

Through this report, we aim to encapsulate the essence of the seminar, providing a comprehensive overview of its contents and elucidating its relevance in today's dynamic professional and personal landscape.

### **Key Note**

Key themes explored during the keynote address included:

- 1 Principles of Time Management: The keynote speaker elucidated fundamental principles of effective time management, emphasizing the importance of setting clear

goals, prioritizing tasks, and eliminating time-wasting activities. Through real-life examples and anecdotes, attendees gained a deeper understanding of how to leverage their time more efficiently to achieve desired outcomes.

2. **Self-Reflection and Goal Setting:** Central to personal development is the practice of self-reflection and goal setting. The keynote presentation delved into techniques for self-assessment, encouraging participants to identify their strengths, weaknesses, and areas for improvement. Moreover, strategies for setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals were discussed, empowering individuals to chart a clear path towards personal and professional success.
3. **Mindfulness and Work-Life Balance:** In today's hyperconnected world, maintaining a healthy work-life balance is essential for overall well-being. The keynote address explored the concept of mindfulness and its role in fostering balance amidst competing demands. Attendees gained insights into mindfulness practices that promote stress reduction, increased focus, and enhanced resilience, thereby enabling them to achieve greater equilibrium in their daily lives.
4. **Continuous Learning and Adaptability:** Embracing a growth mindset is integral to personal development. The keynote speaker underscored the importance of continuous learning and adaptability in navigating change and fostering resilience. By cultivating a willingness to embrace new challenges and acquire new skills, individuals can unlock their full potential and thrive in an ever-evolving landscape.

## **5. Interaction**

Key aspects of the interaction segment included:

1. **Group Discussions:** Attendees were divided into small groups to discuss specific topics related to time management and personal development. These group discussions provided a platform for participants to share their experiences, challenges, and strategies for success. By

exchanging ideas and perspectives, attendees gained valuable insights and alternative approaches to tackling common issues.

2. Case Studies and Scenarios: Practical case studies and real-life scenarios were presented to attendees, prompting critical thinking and problem-solving. Participants were tasked with analysing these scenarios, identifying key issues, and brainstorming effective solutions. Through this exercise, attendees were able to apply theoretical concepts to practical situations, enhancing their understanding and decision-making skills.

3. Role-Playing Exercises: Role-playing exercises were utilized to simulate various interpersonal interactions and workplace scenarios. Participants assumed different roles and engaged in role-play activities designed to enhance communication skills, conflict resolution, and assertiveness. By stepping into different perspectives, attendees gained a deeper appreciation for effective interpersonal dynamics and gained practical tools for navigating challenging situations.

4. Question and Answer Sessions: Throughout the seminar, ample time was allocated for question-and-answer sessions, allowing attendees to seek clarification, share insights, and engage directly with the facilitators. These interactive exchanges facilitated a deeper exploration of key concepts and addressed specific concerns or queries raised by participants.

## **6. Learning Outcomes**

1. **Enhanced Time Management Skills:** Participants gained a deeper understanding of the principles of effective time management, including goal setting, task prioritization, and time allocation. Armed with practical strategies and techniques, attendees acquired the tools necessary to optimize their use of time, minimize procrastination, and achieve greater efficiency in their daily lives.
2. **Improved Self-Awareness and Goal Setting:** Through self-reflection exercises and goal-setting workshops, attendees cultivated greater self-awareness and clarity regarding their personal and professional aspirations. By identifying their strengths, weaknesses, and areas for improvement, participants were able to set SMART goals and develop actionable plans to pursue their objectives with purpose and intentionality.
3. **Stress Reduction and Work-Life Balance:** The seminar highlighted the importance of mindfulness practices in mitigating stress and fostering work-life balance. Participants learned mindfulness techniques for stress reduction, relaxation, and maintaining

mental well-being amidst the demands of daily life. By incorporating mindfulness into their routines, attendees gained a renewed sense of equilibrium and resilience, enabling them to navigate challenges with greater ease and composure.

4. **Enhanced Communication and Interpersonal Skills:** Interactive activities and role-playing exercises facilitated the development of essential communication and interpersonal skills. Participants honed their abilities in active listening, assertiveness, and conflict resolution, equipping them with the tools to navigate interpersonal dynamics effectively in both personal and professional settings.
5. **Cultivation of a Growth Mindset:** The seminar fostered a culture of continuous learning and growth, encouraging participants to embrace a growth mindset. Attendees were inspired to adopt a proactive approach to personal development, viewing challenges as opportunities for learning and growth. By cultivating a growth mindset, participants gained the confidence and resilience to adapt to change, pursue new opportunities, and unlock their full potential.

## **6. Conclusion**

The seminar on Time Management and Personal Development served as a catalyst for transformative growth and empowerment, providing attendees with invaluable insights and practical strategies to navigate the complexities of modern life with confidence and purpose. Throughout the seminar, participants engaged in thought-provoking discussions, interactive activities, and self-reflection exercises, culminating in a holistic learning experience that transcended theoretical knowledge to foster real-world application.

As we reflect on the key themes and learning outcomes of the seminar, it becomes evident that effective time management and personal development are intrinsically interconnected, serving as pillars of success in both professional and personal domains. By mastering the art of time management, individuals can optimize their productivity, minimize stress, and achieve greater balance and fulfillment in their lives. Simultaneously, investing in personal development cultivates self-awareness, resilience, and adaptability, enabling individuals to unlock their full potential and thrive amidst uncertainty and change.

Moreover, the seminar underscored the importance of fostering a growth mindset—one characterized by a willingness to embrace challenges, persist in the face of setbacks, and

continually strive for improvement. In today's rapidly evolving landscape, the ability to adapt, innovate, and learn has never been more critical. By embracing a growth mindset, participants are poised to harness their innate potential, seize opportunities for growth, and chart a course towards success and fulfillment.

In conclusion, the seminar on Time Management and Personal Development has equipped attendees with the knowledge, skills, and mindset necessary to thrive in an increasingly competitive and dynamic world. As participants embark on their respective journeys, may they apply the insights gleaned from the seminar to cultivate a life of purpose, productivity, and continual growth. By leveraging effective time management strategies, prioritizing personal development initiatives, and embracing a growth mindset, individuals have the power to transform their lives and make meaningful contributions to their communities and beyond.

**School of Management**

Att. Sheet

Workshop on Time Management and Personal Development on 17.02.2024, Venue: LT-7

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42	LOKNATH ROUT	220409120037	
43	SOURYA PRAKASH KHILAR	220409120038	Sourya Prakash Khilar
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45	NANDITA NAIK	220409120040	
46	KAJAL PATRA	220409120041	
47	BIPSITA PATTANAIK	220409120042	
48	SHREYA AGRAWALLA	220409120043	
49	RAINEE KARMAKAR	220409120044	Rainee Karmakar
50	SANTAPTA KUMAR NAIK	220409120045	Santapta Kumar Naik
51	PRIYANKA PRIYADARSINI	220409120046	
52	BISHIKANTA SAMAL	220409120047	Bishikanta Samal
53	SAYONI MUKHERJEE	220409120048	
54	SHREOSI BISWAS	220409120049	Shreosi Biswas
55	SOURYA RANJAN SAHOO	220409120050	Sourya Ranjan Sahoo
56	ANJANA KUMARI	220409120051	Anjana Kumari
57	MOHAMMED ROSAN	220409120052	Mohammed Rosan
58	ADARSH KUMAR SWAIN	220409120053	
59	VIBEK TOPPO	220409120054	
60	SHUBHAM SAHU	220409120055	Shubham Sahu
61	DEBAYAN BEHERA	220409120056	Debayan Behera
62	BISHWAJEET PATRA	220409120057	Bishwajeet Patra
63	ANALUSKA PAIKARAY	220409120058	Analuska Paikaray
64	SAMARPREET SINGH REKHRAJ	220409120059	
65	ABHISEKH SATAPATHY	220409120060	
66	KADAMBINI SWAIN	220409120061	Kadambini Swain
67	PIYUSH MISHRA	220409120062	
68	PRIYADARSHINI SWAIN	220409120063	Priyadarshini Swain
69	TISA SONKAR	220409120064	Tisa Sonkar
70	UDAY MOHAN MAJHI	220409120065	
71	ANISHA MAHATO	220409120066	Anisha Mahato
72	RIYA SHAW	220409120067	Riya Shaw
73	ABHISHEK PATTNAIK	220409120068	
74	ANUKUL KRISHNAN	220409120069	
75	ASHUTOSH KUMAR	220409120070	
76	ARYAN ROUT	220409120071	Aryan Rout
77	MIR MUSRAF ALI	220409120072	
78	MAMTA MALICK	220409120073	
79	ANKIT KUMAR JAISWAL	220409120074	Ankit Jaiswal
80	LIPSA PRADHAN	220409120075	Lipsa Pradhan
81	DIVYAJYOTI SHAW	220409120076	Divyajyoti Shaw
82	KRITI RANJAN BEHERA	220409120077	
83	NIROJ KUMAR SETHI	220409120078	
84	MOMITA NAMATA	220409120079	
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Resource Person: Mr. C.K.K.  
Date

**Glimpses of seminar; -**





