



LOYOLA COLLEGE (AUTONOMOUS)

College of Excellence

Chennai-600034

DEPARTMENT OF B.COM. (HONOURS)

*Organises A Capacity Building
Workshop On*

" MASTERING MOMENTS "

A time management workshop



28th JANUARY
2025



10:00 A.M. to
01:00 P.M.

Mrs. Tara Rhine
Facilitator at TalentEase



Beschi Hall

Organising Committee



Dr. Reena F

Co-ordinator

Dr. R. Leema Rose

Asst. Professor

Dr. Jerusha Irene D

Asst. Professor

Dr. Minothi J

Asst. Professor

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A Report on “Mastering Moments” A Capacity Building Workshop

The "Mastering Moments" workshop on time management and decision-making was successfully conducted by Mrs. Tara Rhine, a distinguished facilitator from TalentEase. It was held on January 28th, 2025 for around 75 students all across the department of B.Com(Honours) at Beschi Hall. The workshop aimed to equip participants with essential strategies to enhance productivity, make informed decisions, and effectively manage time in both personal and professional settings. The session started with a welcome speech by Mr. Shiyam Kumar.

Workshop Highlights

The session covered various aspects of time management and decision-making through interactive discussions, real-life examples, and practical exercises. The key takeaways included:

Understanding Time Management

Time management is a crucial skill that plays a significant role in achieving success and maintaining a balanced life. The session emphasized the need to identify and eliminate time-wasters and distractions that hinder productivity. Mrs. Rhine introduced participants to the Eisenhower Matrix, a prioritization tool that categorizes tasks based on urgency and importance, allowing individuals to focus on what truly matters. Additionally, the concept of SMART goal setting was discussed, enabling attendees to create specific, measurable, achievable, relevant, and time-bound objectives for efficient time utilization.

Effective Decision-Making Strategies

Decision-making is an integral aspect of personal and professional life. The workshop shed light on the importance of critical thinking in making informed decisions. Participants learned about the structured steps involved in rational decision-making, which include identifying the problem, gathering relevant information, evaluating

alternatives, making a choice, implementing the decision, and reviewing its impact. The session also addressed common obstacles such as decision paralysis and cognitive biases, offering strategies to overcome them and ensure clarity in thought processes.

Productivity Techniques

To enhance productivity, the workshop introduced several proven techniques that can help individuals manage their time more effectively. The Pomodoro Technique, which involves working in focused intervals followed by short breaks, was demonstrated as a method to maintain concentration and avoid burnout. Another technique discussed was time blocking, a strategy where specific periods are allocated for different tasks, ensuring a structured approach to task management. The significance of delegation and automation was also explored, emphasizing how these methods can optimize efficiency and reduce workload stress.

Practical Exercises and Case Studies

A series of practical exercises and case studies were incorporated into the session to reinforce learning and encourage hands-on application of the concepts discussed. Participants engaged in real-life scenarios requiring quick and effective decision-making, allowing them to analyze problems and implement appropriate solutions. Group discussions and problem-solving activities fostered collaborative thinking, helping attendees develop a more strategic mindset when handling time-sensitive and complex tasks.

Participant Engagement and Feedback

The workshop witnessed enthusiastic participation, with attendees actively engaging in discussions, sharing their personal experiences, and seeking solutions to their time management challenges. The interactive nature of the session ensured that participants could apply theoretical concepts to real-world situations. The Q&A session provided an opportunity for deeper exploration of the topics covered, allowing attendees to gain further insights from Mrs. Rhine's expertise. Feedback from participants was overwhelmingly positive, with many expressing appreciation for the practical

techniques and actionable strategies provided. The session was particularly praised for its clarity, relevance, and ability to address common productivity and decision-making hurdles effectively. At the end of the session, Mr. Aswin G Kamath(22-UBH-040) presented the vote of thanks, acknowledging her valuable insights and contribution to the workshop.

Conclusion

The "Mastering Moments" workshop proved to be an enriching experience, leaving participants with valuable skills to optimize their time and improve decision-making capabilities. Mrs. Tara Rhine's engaging delivery and expertise ensured that the session was not only informative but also highly interactive and impactful. The insights gained from the workshop are expected to significantly benefit attendees in their academic, professional, and personal lives.

The institution looks forward to organizing similar workshops in the future to continue fostering skill development and professional growth among students and professionals. Such initiatives contribute to building a more competent and self-sufficient community, equipping individuals with the necessary tools to navigate their careers and personal responsibilities effectively.

PHOTOS FROM THE WORKSHOP



