



BLDE
(DEEMED TO BE UNIVERSITY)
Smt. Bangaramma Sajjan Campus, B. M. Patil Road,
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Placement Cell

Report of the Workshop on “Time Management”:

As a part of the Pre-Placement activity, a workshop on “**Time Management**” was conducted for the students of Physiotherapy Course (2021 batch) on 29th October 2025 at Lecture Hall no 1, School of Physiotherapy building. The workshop aimed to help the students to enhance their ability to manage time effectively, prioritize tasks, and improve productivity. In the workshop, the resource person Dr. Siddaling Talikoti highlighted the following,

1. Importance of effective time management.
2. Identifying common time-wasting habits and how to overcome them.
3. To learn proven techniques for setting priorities and achieving goals.
4. Developing personalized strategies for managing time under pressure.

The Time Management workshop was a great success as it sensitized the participants with:

1. Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
2. Using tools such as to-do lists, planners, and digital calendars.
3. Applying the 80/20 rule (Pareto Principle) for prioritizing tasks.
4. Balancing professional and personal responsibilities effectively.
5. Reducing procrastination and manage distractions efficiently.

The workshop successfully achieved its goal of raising awareness about the importance of managing time effectively as the students reported gaining a new perspective on how to plan their day more effectively and expressed interest in attending similar personal development sessions in the future.