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Lecture – 06: Managing Time-1: Importance of Time & Understanding Perceptions of Time

1. Is your basic work style monochronic or polychronic? Are there any limitations in your time sense that you think should be modified?

Ans: My basic work style is polychronic. Yes, I think there should be limitations in my time sense that can be modified. I sometimes need to be monochronic as sometimes due to multiple tasks, I am not concerned about that work. I think I need to adapt sometimes monochronic and sometimes polychronic, depending on my mood and my importance in that work.

2. Take note of how you spend a day and reflect on what activities take the most time.

Ans: On the working day of college, I spend my day which takes the most time attending classes and labs, doing assignments, and studying for quizzes.

On the weekend days, I spend most on sleeping, doing some yoga, gym, walking, and doing some academic work that takes the most time.

3. What low activities do you engage in that unnecessarily consume time?

Ans: Activities that I engage in that unnecessarily consume time are

- Checking emails
- Calling to parents
- Checking updates like news or any trends
- Listening to music
- Organizing and decluttering
- Self-care

4. What measures have you taken to control your time after watching this video?

Ans: I have taken measures that control my time after watching this video

- Take a log of my time
- Scrutinize time leakage
- Create time
- Synchronize the real clock with my biological clock

Lecture – 07: Managing Time-2: Using Time Efficiently

1. At what time of the day do you find yourself most productive?

Ans: I think I find myself most productive after lunch which is around 2 pm to 6 pm, so I study mostly at that time.

2. After watching this video, what measures have you taken to use your time efficiently? Is the Pareto principle helpful in this regard?

Ans: No, the Pareto principle is not helpful in this regard. If we manage time efficiently, we can succeed in life by

- Plan for your lifetime
- Break your life plan into realistically achievable goals
- Prioritize activities

- Stop leakage of time.
3. Explain the time when you could convert time-stealers into time-gifters.
Ans: On a long drive, we can listen to an audiobook, write an article, finish a report, edit a paper, reread an important document, watch a movie, and schedule informal meetings, and phone calls during this time.
 4. Have you realised that, as Ian Seymour points out, when people say they can't find the time, they are saying that whatever it is, it is not important enough for them (*at that moment*) actually to find the time?
Ans: Ian Seymour points out that when people say they can't find the time, they are saying that whatever it is, it is not important enough for them (*at that moment*) actually to find the time it may be
 - Perception of importance
 - Priority setting
 - Excuse for lack of commitment
 - Reevaluation of priorities
 - Time management

Lecture – 08: Handling Delay -1: Understanding Procrastination

1. Introspect your own reasons for procrastination.
Ans: Reasons for procrastination
 - Fear of failure
 - Lack of motivation and clarity
 - Distractions
 - Low self-confidence
2. What three tips can you suggest to meet a deadline?
Ans: Suggest to meet a deadline
 - Break it down into smaller tasks
 - Prioritize tasks
 - Create a timeline
 - Stay organized
3. As far as procrastination is concerned, what do you think are the signs of maturity?
Ans: Signs of maturity concerning procrastination may include:
 - Taking responsibility
 - Effective time management
 - Effective problem solving
 - Ability to delay gratification

Lecture – 09: Handling Delay – 2: Overcoming Procrastination

1. Do you think a “flow state” can enhance productivity? How can you get in a flow state?
Ans: Yes, I think the flow state can enhance productivity. Getting into a flow state involves creating the right conditions and mindset. Some tips to help in entering the flow state:
 - Clear goals and concentration

- Challenging yet achievable tasks
 - Feedback and mindfulness
 - Enjoy the process
2. Consider at least three goals for the current year and why they are important to you.
Ans: Goals to achieve for the current year are
- To lose weight and become fit
 - To get an internship and earn some experience, money
 - To get B+ or B grades in all courses
- They bring me joy and pride; thus, they hold a special place in my heart. The real objectives of middle-class females are to make their parents proud and happy when they see their kid grow up.
3. Describe how this lesson helped you understand why you have been delaying doing something, and explain how you used some of the strategies suggested to overcome procrastination.
Ans: I think I have been delaying doing something, it may be because of fear of the unknown, lack of self-confidence, laziness, negativity, and rejection of others. But I started using some of the strategies to overcome procrastination:
- Break into smaller tasks
 - Do the difficult first
 - Use the Kaizen principle
 - Create a positive environment to work
 - Turn difficult tasks into games
 - Treat me for every successful accomplishment

Lecture – 10: Assertiveness-1: Don't Say "Yes" to Make Others Happy!

1. Identify the situations where you have said "Yes" even when you wanted to say "No." Find out why you did so.
Ans: The situations where I have said Yes even when I wanted to say No:
- When my friend asks for any favour, I cannot say NO
 - When the professor asks for some time after class completed or any extra class, we cannot say NO
- The reasons may be:
- Social obligations
 - Family demands
 - Peer pressure
 - Avoiding disappointment in others
2. Can you easily say "No" to others? If not, then why?
Ans: I can "NO" easily to some people but I cannot to some people, maybe due to:
- Social obligations
 - Work requests
 - Family demands
 - Peer pressure
 - People pleasing
 - Difficulty setting boundaries
 - Avoiding disappointment to others

3. Assertiveness is your ability to say “no” when you want to say “no” and say “yes” when you want to say “yes” – it is not the other way around (*Stanlee Phelps* and *Nancy Austin*). Explain how you practised assertiveness in three different situations and note your observations about how you feel about yourself, especially in terms of the comfort or discomfort level.

Ans: Assertiveness is your ability to say “no” when you want to say “no” and say “yes” when you want to say “yes”

- Workplace Scenario:
 - Situation: A colleague consistently delegates their tasks to me without consulting me or considering my workload.
 - Practice of Assertiveness: I scheduled a one-on-one meeting with my colleague to discuss the issue. During the meeting, I calmly but firmly expressed my concerns about the workload imbalance and explained that I needed them to take ownership of their tasks.
 - Observations: Initially, I felt a bit anxious about confronting my colleague, but as the conversation progressed, I felt empowered. Asserting my boundaries helped alleviate the stress of carrying an unfair workload, and I felt more respected in the workplace afterward.
- Social Setting Scenario:
 - Situation: Friends frequently invite me to events that I have no interest in attending.
 - Practice of Assertiveness: Instead of constantly declining invitations or making excuses, I decided to be honest with my friends about my preferences. When invited to an event that didn't appeal to me, I politely declined and explained my reasons without feeling guilty.
 - Observations: Initially, I was worried about disappointing my friends or being seen as antisocial. However, being honest about my preferences led to more meaningful interactions when I did attend events that genuinely interested me. Over time, I felt more comfortable asserting my boundaries without fear of judgment.
- Family Scenario:
 - Situation: Family members frequently make unsolicited comments about my life choices, causing discomfort.
 - Practice of Assertiveness: Instead of passively accepting their comments, I addressed the issue directly with my family members. I expressed that while I valued their input, I needed them to respect my decisions and boundaries.
 - Observations: It was challenging to assert myself within the family dynamic, where certain behaviors were deeply ingrained. However, setting boundaries improved our communication and mutual understanding. Despite initial discomfort, I felt more confident and self-assured in my decisions.

In all three scenarios, practicing assertiveness initially evoked some discomfort due to fear of conflict or judgment. However, as I continued to assert my boundaries and communicate effectively, I noticed a significant improvement in my self-esteem and confidence. Assertiveness allowed me to prioritize my needs and values while fostering healthier relationships in various aspects of my life.