* List three important occasions in the past 6 to 9 months wherein you feel that you have **MANAGED** your **time effectively**.
* Select one from the above list and make a list of which principles / concepts /techniques you have **successfully** applied from the webinar. Explain briefly one of the principles / concepts /techniques you have applied successfully.
* List three important occasions in the past 6 to 9 months wherein you feel that you have **NOT MANAGED** your time effectively. Explain briefly why you may have failed to apply the principles / concepts /techniques discussed in the webinar.

Three Important Occasions that have managed time effectively –

1. **Spending a time on friend’s birthday party, but there is an exam on next day.**

* I have managed my time effectively on the day by having a late-night reading and wake up in the early morning to take a brief review on the exam and later I have reached to the exam hall with a spirit and confidence on myself and have written the exam well.
* I scored good marks in the exam even though I have attended to my friend’s birthday party.

1. **To have two classes at one time which are very important to me to learn and to be a part in these courses.**

* I have managed my time effectively on the day. I have taken the one class at morning times as well as another class at afternoon times. I have managed my time precise and effectively for a month without any demotivation on me. At last, I completed the exam well.
* I scored good marks in both the exams. I practiced twice to my hard work to clear both the exams in an effective way.

1. **To manage the time with family, friends as well as my career studies during COVID – 19.**

* I have managed my time effectively during COVID – 19 pandemics. I have been scheduled daily on my study plan and have a to do list to help me the things what to do and what not to do on the basis of my timings and situations. On every day of my life during pandemics, I used to be at home and to be enrich my learning skills through IT sector. I have been waking up with my determination and ends with the satisfaction on my schedule.
* This is all about how I managed my time effectively in a precise and a concise way.

**From the above list I have maintained a common trait on the three aspects is to be scheduling.**

* Scheduling is the most important aspect to be good at your time management skills.
* Structure in adequate time for all stages of the work, then review and revise often.
* I used to make every day to have a to do list
  + Prioritize and reprioritize on my daily list.
  + I will work on my high level of prioritization first and later on continue to the all aspects which are needful to me.
* The most important aspect from my side is to be remembered that avoiding procrastination, I do not want to do my work at the last minutes of my tasks or submissions which leads to me an urgency and not being perfect on the tasks. I hope to do the tasks before the time and to be submit on time. Right now, these tasks Is being done before the task submission deadline and to be on time.

Every day I used to make a common tactic which is scheduling of my tasks which are to do, in progress, completed.

I used to make an excel sheet where the headers are the tasks to be done, in progress, completed, and having a query on my in-progress state. Why is it in delay and what are changes to have to me to complete the tasks without an any delay.

Three Important Occasions that have not managed time effectively –

1. **Scheduling of two to three tasks where I have interested to be on it, but at last I have made only two of them and else the remaining one is being neglected.**

* The reason for loosing of one task is mainly due to procrastination. For me it is a greatest hindrance which leads to lose my task and I am dissatisfied on the day. But, later on I realized that to avoid the procrastination.

1. **The project I have completed is not being on time!!**

* This is happened due to be work as an individual. The major chance by losing this is to be having without any collaboration. These leads to me to lose my project and my hard work. The project implementation and the idea of presentation is good, whereas in time management it is complete out of my control. Therefore, I lose my chance to submit the assignment.

1. **Having a multi-task at the same time leads to me down!!**

* The reason I come to know that from the webinar is to avoid multi-tasking and have a prioritization on the tasks and go through on it. I should be applied **SMART** concept to be perfect on my time and to be good at time management skills.