**DAILY ASSESSMENT FORMAT**

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| **Date:** | **8 JUNE 2020** | **Name:** | **K Gaurav Shet** |
| **Course:** | **MANAGEMENT AND LEADERSHIP** | **USN:** | **4AL18EC023** |
| **Topic:** | * **Introduction to leader** * **Leadership styles** * **Tools for leading teams** * **Focus on big rocks** | **Semester & Section:** | **4TH SEM ‘A’ SEC** |
| **Github Repository:** | **Gaurav-shet** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Time management trap you need to avoid :**     * **Thinking in “real time” what you’re going to work on**     **Specific steps to becoming more productive:**  **What you need to do every morning :**   * **It will get you fired up for your day** * **“ we think to achieve more, we need to do more, but in reality to achieve more, but in reality to achieve more, we need to become more. When you become more, you achieve more by doing less ”**   **How to set up your work time :**   * **Being fully engaged in what you’re doing makes your work feel effortless** * **You need to work in chunkes of uninterrupted time**     **What to work on (its hot as obvious as you think ) :**   * **Work on things that move you measurably closer toward your goals** * **“ business has only 2 functions: marketing and innovation everything else is a cost ”**   **Make these 3 plans to make massive progress :**     * **Make a step by step plan for your major goals** * **The mistake is when each step on the plan doesn’t move us significant closer toward our goal** * **Also make your goals for your week** |

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| **Date:** | **8 JUNE 2020** |  | **Name:** | **K Gaurav Shet** |
| **Course:** | **JAVA** |  | **USN:** | **4AL18EC023** |
| **Topic:** | **Introduction to java** |  | **Semester & Section:** | **4TH SEM ‘A’ SEC** |
| **AFTERNOON SESSION DETAILS** | | | | |
| **Image of session** | | | | |
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