Murgaon Education Society's College Of Arts & Commerce Zuarinagar, Goa -403726 Post Graduate Department of Commerce (M.Com)

## "Time Management Techniques for Stress Free Productivity"

The Post Graduate Department of Commerce (M.Com), M.E.S. College of Arts and Commerce Zuaringar Goa organized a seminar on 6<sup>th</sup> April 2022 on topic "Time Management Techniques for Stress Free Productivity" for PG Commerce as a part of Azadi Ka Amrith Mohatsav and 50 Years of Murgaon Education Society. The Resource Person for the seminar was Ms. Yashu Sharma, founder and partner, NeoWise Business Solutions, Goa and visiting faculty at M.E.S. College of Arts and Commerce Zuaringar Goa. The seminar was hosted by Ms. Dipti Bhongle, a student from M.Com Part II. The seminar commenced with the welcome address by the M.Com Programme Mentor Dr. Champa R. Parab. And introduction of the Resource Person by Assistant Professor Mr. Suraj Prakash Tuyekar coordinator of seminar. The session on time management for stress free productivity included around 2-3 activities for students on self-management and self-time management techniques and how students could implement certain real life techniques to manage time that will eventually reduce the stress by 90%. How one can follow simple principles and understand the energy levels in a day to make sure the productivity doesn't get effected and multitasking is managed well. It focused also, on how one can manage everything within 24 hours as many people like complaining that 24 hours is less for us. She covered most of the basic techniques for better management of time the best way.

