



Report of Guest Lecture

Date	20 th July 2019
Time	12.30 PM to 2.30 PM. For MMS students
Guest Lecturer	Mr. Viraj Almeida
Topic	Time Management

About the Guest:

Total 18 years of professional corporate experience; last 4 years as Corporate Trainer
-As SAP Consultant worked with Capgemini (as Senior Manager) and Siemens-SISL (as Consultant)

-3 years of multinational experience; worked in Germany, Australia, UK, France and the USA- By Qualification an Engineer and a Law Graduate.

Flow of the Session

- The Guest arrived at 12.30 PM.
- He was welcomed by the Guest Lecture Committee.
- Guest lecture takes place followed by Question & Answer Session.

Topics Covered

Setting Goals & Priorities; Auditing & Analysing Your Time; Solutions to Common Time Wasters;

Handling Interruptions – Phones, E-Mails, Visitors and Meetings; Fighting Procrastination; Planning

& Prioritising your work; Using the 'Daily Organiser' Effectively; Managing 'Urgent' vs 'Important'

Tasks; Working with Other People to Get Things Done.

Methodology

- Lectures
- Exercises & AV presentation.
- Discussion on the assignment asked by the lecturer.

The session concluded at 02.30 PM with vote of thanks by a Guest lecture committee.



Prof. Anant Digaskar
Coordinator (Guest Lecture)



**For Sheila Raheja School of Business
Management & Research**



Director