



**VIDYABHARTI TRUST COLLEGE OF
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KNOW-WIZ
Spreading Knowledge

Time Management Skills to Help You Become a Success

What is Time Management?

Time management is a technique for using your time productively and efficiently. It means organizing and planning how to divide your time between various tasks. You'll have time to do everything you need without being stressed out about it with good time management skills. You can work productively and prioritize your time to work out the urgent or important tasks first. You'll end up working smarter, not harder, to increase productivity.

The Importance of Time Management

The Management Skills are essential because it helps us use time wisely and stop wasting time. We become more focused and productive when we are in charge of how we use our time. **Productivity leads to profitability.**

- Less stress or anxiety
- Better work-life balance
- Increased focus
- Higher levels of productivity
- More free time
- Makes things simple and easy
- Greater energy and motivation

Time Management Skills:

Good time management begins with the right set of skills. You cannot manage your time better if you don't develop the essential time management skills. These skills take time to create and will vary from person to person. Finding what works best for your personality trait is necessary.

- Make a Plan
- Create a Priority List Rather Than a To-Do List
- Start Early
- Breakdown Every Task Into Small Chunks
- Practice Decision Making
- Delegate tasks
- Set SMART Goals
- Set Up Deadlines
- Be Mindful of When You're Going Off-Track
- Learn to Set Boundaries and Say No
- Minimize Distractions
- Deal With Stress Wisely
- Avoid Multitasking
- Use the 20-Minute Rule
- Take Time Off
- Build a System and Follow It Diligently

***-Prof. Ami mistry
(Ad hoc, VTCBCSR)***

CAT 2024 Resources And Other Material For CAT 2024 Preparation

1. Rodha Education YouTube Channel - Rodha is the go-to YouTube channel for CAT aspirants for concept videos. You can learn all VA-RC, DI-LR and QA concepts for free on the Rodha YouTube channel

2. Khan Academy YouTube Channel - Khan Academy is one of the world's most popular free learning platforms offering courses on their official website and YouTube channel.

3. 2iim YouTube Channel - 2iim is a CAT-coaching platform founded by Rajesh Balasubramanian, a 4-time CAT 100 percentiler, an alumnus of IIM Bangalore, and a popular Quoran. The channel produces videos ranging from detailed solutions for previous years' CAT papers to FAQs related to preparing for the exam. The channel also provides longer-term CAT preparation strategies.

4. TIME YouTube Channel - TIME is one of the leading CAT-coaching organizations in India, and has made their concept videos available on their official YouTube channel. These concept videos cover all three sections of CAT are taught by TIME faculty.

5. Takshzila's Free FundaBooks - Takshzila, one of the most popular and loved learning forums for CAT aspirants, has made available downloadable PDFs of important CAT QA concepts, segmented by major topics like Arithmetic, Algebra, Number Systems etc. These are free of cost and include practice questions as well.

6. Study Material By TathaGat, Wordpandit - Tathagat and Wordpandit are online learning platforms for CAT aspirants, and both provide downloadable concept lessons for all three sections of CAT, with a greater focus on Quantitative Ability lessons. This study material can be found on the respective websites of these platforms.

7. Best Downloads of GMATClub - GMATClub is one of the world's biggest forums that brings together GMAT aspirants looking to make it to the world's top business schools. There is a significant overlap in the syllabus of and the type of questions asked on the GMAT and the CAT, and aspirants of the latter exam can download free study material and question banks provided by the forum.

8. The Best Resources For VA-RC Preparation - This is a compilation of the best free resources you can use to prepare for the VA-RC section of CAT. This comprises a reading list compiled by a two-time CAT VA-RC 99+ percentiler, and will be very helpful if you're looking to improve your verbal ability and passage comprehension skills.

9. Cracku YouTube Channel - This channel contains CAT exam shortcuts, formulas, tips, tricks for all sections of CAT Verbal Ability and Reading Comprehension (VARC), Data Interpretation & Logical Reasoning (DILR) and Quantitative Aptitude (QA).

10. TestPrep By InsideIIM - This channel contains section-wise concepts explained by CAT toppers, CAT preparation strategies, sessions by seasoned CAT trainers. I

- **Prof. Nikunj Gamit**
(Asst. Professor, VTCBCSR)

Never stuck in past....

Our mind is very sensitive, if we have something happened our mind can't forget it. Some incidents, some accidents or some happy moments never can be forgettable. We, sometimes, really stucked in some past moments, that's why we can't go forward in our life. We can't focus on our goals. Let us understand with an example;

A girl is very intelligent. She wants to be a lawyer in future. One day, the girl was going to her college, on the way to the college, she saw an accident. The accident happened with her car, and was so horrible that the girl could not forget it. The one who had an accident could not live longer. The girl was very scared to see that. Because the accident happened with the girl's car, the police inquired about it. All this took a lot of time and she could not go to college for a few days. When the police investigation and inquiry was done and she was proved innocent and even when she was ready to go for college, she could not forget this accident. Because of that she could not focus on her studies. Many years have passed, still the girl remembers the accident and remains very frightened. In this all she could not focus on her goal and she couldn't become a lawyer because she couldn't focus on her goal. If the girl forgets everything and concentrates on her goal, then she has achieved her destination.

This example shows that staying stuck in the past can be a barrier to our goal. It is said to be good thing to remember some things of the past but it is not good to be lost in the past all the time. Along with remember the past and incidents, we also need to focus on our goal.

Sometimes some things form the past and some events can be helpful in accelerating our goals but not all the time. In life we should always think for the future and live the present because we cannot live in the present by being stuck in the past.

Last I only want to say that if you want to achieve your target, your destination then you have to focus on present and have to do planning for the future. If you are not trapped in the past, then it is better to pay attention to its current and make the plans for the future. That's it.

- Heny Prajapati (Student, TYBBA)



- Mahek N. Bhandari (Student, FYBBA)