



KEY HIGHLIGHTS

Foundations of Time Management

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Foundations of Time Management | Time and Resource Management | careers

01

Dr. Indu Iyer's day shows teaching, research, service, caregiving, deadlines and recovery competing at once.

02

Ask what can be delegated, what the institution can support and which boundary is reasonable.

03

List current work and family priorities, then connect them to goals, needs and personal values.

04

Unexpected demands, poorly defined goals, FOMO and constant firefighting make prioritisation harder.

05

The same minute can feel different depending on pressure, context and attention.

06

The 86,400 exercise stands for the 86,400 seconds whose balance expires at day's end.

07

Allocate the fixed daily hours according to current priorities.

08

Build a better habit through a recognised need, belief in change, one small plan and reinforcement.