



KEY HIGHLIGHTS

Time Awareness and Prioritization

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Time Awareness and Prioritization | Time and Resource Management | careers

- 01 Track where time and attention go before choosing a productivity system.
- 02 Look at personal habits and workplace conditions together. Each accounts for part of the picture.
- 03 Turn off low-priority notifications and protect device-free periods for concentrated work.
- 04 After-hours email norms, predictable leave and meeting culture all affect a faculty member's focus.
- 05 Give each meeting an agenda, a stated outcome, a prompt start and a firm finish.
- 06 When delegating, agree the scope, support, checkpoints, milestones and reporting format.
- 07 Ask whether procrastination comes from fear, anxiety, weak motivation, ambiguity or disorganisation.
- 08 Break the work down, choose an entry point, use high-energy time for difficult tasks and ease perfectionism.