Foundation Course- Self-Reflection and Time Management

Objective of the Project

The project assigned to the First Year B. Com students under the Foundation Course are aimed at fostering self-reflection, self-awareness, and effective time management. Students are tasked with creating two-word clouds – one describing themselves and another with words used by others to describe them. Additionally, they are required to maintain a log of their one-week schedule and develop a time management sheet with strategies to optimize their use of time.

Project Components:

1. **Self-Description Word Cloud:** Students are encouraged to reflect on their personal qualities, strengths, and characteristics. The creation of a word cloud serves as a visually engaging representation of how they perceive themselves. This activity aims to enhance self-awareness and self-reflection among the students.

2. **Others' Perception Word Cloud:** In this segment, students reach out to peers, friends, and family members to collect words that others use to describe them. This provides insights into how they are perceived by those around them, fostering a better understanding of interpersonal dynamics.

3. **One-Week Schedule Log:** Students are required to maintain a log of their daily activities for one week. This includes details of classes, study hours, extracurricular activities, and leisure time. This component aims at helping students recognize their current time utilization patterns.

4. **Time Management Sheet:** Based on the insights gained from the one-week schedule log, students are then tasked with developing a time management sheet. This includes strategies to optimize their time, allocate specific time slots for different activities, and identify areas for improvement in their time management practices.

Presentations and Evaluation

Students submit their word clouds, schedule logs, and time management sheets via a digital form shared with the students. Faculty members provide constructive feedback, emphasizing the importance of self-awareness and effective time management for academic success.

Learning Outcomes

1. **Self-Awareness:** The project encourages students to reflect on their personal qualities, strengths, and areas for improvement, fostering greater self-awareness.

2. **Interpersonal Skills:** By seeking feedback from others, students develop a better understanding of how they are perceived in a social context, enhancing their interpersonal skills.

3. **Time Management Skills:** The project facilitates the development of effective time management skills. Students gain insights into their time utilization patterns and learn strategies to optimize their daily schedules.
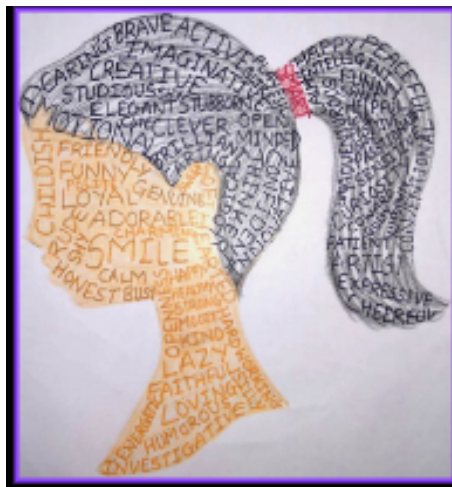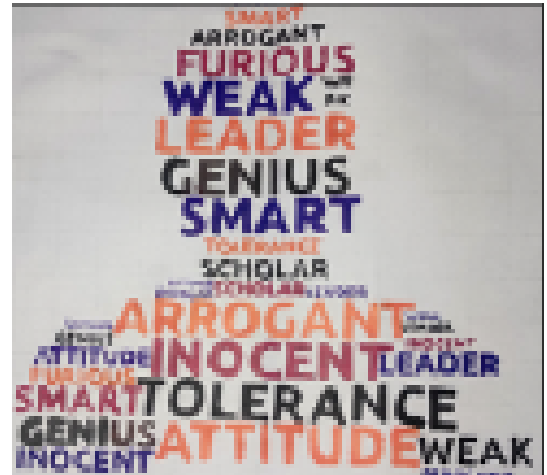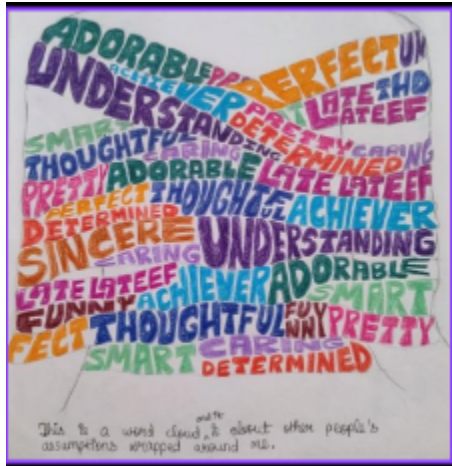
Activity-4 : Time Management worksheet
Format-1 : Time Management worksheet.

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Div : D

TIME	Monday 01	Tuesday 02	Wednesday 03	Thursday 04	Friday 05	Saturday 06	Sunday 07
00:00 AM							
01:00							
02:00							
03:00	Sleep	Sleep		Sleep		Sleep	
04:00			Sleep		Sleep		
05:00							Sleep
06:00							
07:00		Morning walk with Mum		Morning walk with Mum	Morning walk with mum	Morning walk with mum	
08:00	Bath & Journaling + Breakfast	Bath + Meditation Journaling	Bath + Breakfast Journaling	Bath + Journaling	Bath + Journaling	Bath + Journaling Housework	Bath + Breakfast + Journaling
09:00		College + B.Economics Reference videos on YT		corrected info for EVS project + Breakfast	Cafe		Economics assignment (Diagrams)
10:00	College		Cafe Study				
11:00				College (TYT)	Reels for 30 min	Went out for Grocery shopping with sister	
12:00 PM					Cafe		
13:00	Housework	Business Economics Test	Went to DDC with mum	Lunch + Watched a Movie			
14:00	Lunch	Lunch + YouTube			Lunch + YouTube		Lunch + phone
15:00	Netflix & chill	Cafe Study					Played cards with Dad
16:00					Cafe		
17:00		Commerce PPT Making	Sleep	EVS project (Half done !)			Prepared word
18:00	Tea + Reading	Tea + Reading			went out with a Friend	Power nap for 1hr	cloud for PC project
19:00	Business Economics Test Preparation	Economics Assignment	Tea + spend time on phone (Masala)	cooked food for family (Tiring but)		Spend time on phone + Dinner	Get a nice change + reunion
20:00		Chatting			commerce ppt complete !!		Netflix chill
21:00		Spend time on phone					
22:00	Dinner + family time	Dinner + family time	Dinner + family time	Dinner + family washed utensils	Dinner + family time	Family time	Dinner + Family time
23:00	cleaned utensils & sleep	Sleep	Sleep			Sleep	