



Psychology Resource Centre

Daulat Ram College
University of Delhi
NAAC Accredited 'A' Grade



Organized a
Capacity Building Programme
On

"Health, Well-Being and Productivity"

Under IQAC



Dates:

13th - 20th December, 2021



Psychology Resource Centre

Report of

Capacity Building Program

On

Health, Wellbeing & Productivity

Under IQAC

Psychology Department

Daulat Ram College

NAAC Accredited 'A' Grade

University of Delhi

13th -20th December 2021

From Convener's Desk



Dr Meetu Khosla

Convener

Capacity Building Program
Psychology Resource centre
Daulat Ram College



Dr Rajni Sahni

Convener

Capacity Building Program
Psychology Resource centre
Daulat Ram College

The Psychology resource centre organized Capacity building program that was envisioned to provide training about life skills to the non-teaching members of Daulat Ram College. The program covered a wide range of topics which focused around the notion of health and wellbeing, how it could be enhanced, along with discussing the relevance of naturopathy in health and wellbeing. Various interactive workshops were organized highlighting the need to develop compassion, resilience and managing stress through relaxation techniques. Further, deliberations were made on exploring happiness and regulating emotions to promote wellbeing. There were various sessions on managing time, effective communication skills, and how to make work more meaningful while increasing productivity. A total of 12 sessions were organized from December 13 to December 20th 2021 spanning over 40 hours. The program was conceived to encourage the staff members explore their potentials and develop skills to enhance their psychological, social, emotional and organizational capacities.

Acknowledgement

We would like to thank our Principal ma'am, Prof. Savita Roy and Vice Principal & IQAC coordinator Dr Sarita Nanda for their support and encouragement to carry out the program and to all the members of my department for their support. We would also like to thank our course coordinator Dr. Deepesh Rathore for coordinating the program, and all our resource persons for giving their valuable time to make the sessions meaningful for the students. Last but not the least we would like to thank all my participants for giving their valuable time for the program and also bringing immense joy and happiness to the resource persons as well. We would like to thank all the members of my department for supporting this program. We would like to thank Anoushka, Prateeti, and Mansi for compiling the minutes for the sessions and the photos.

Capacity Building Program

2021-2022

Name of event: Capacity Building Program

Organizing department: Department of Psychology, Psychology Resource Centre

Objectives: To make non-teaching staff aware of how to enhance health and well-being and become an effective employee

Convenor: Dr. Rajni Sahni

Convenor: Dr. Meetu Khosla

Course Coordinator: Dr. Deepesh Rathore

Duration with dates: 13/12/2021 to 20/12/2021

Number of participants (from DRC): 25 non-teaching staff from DRC

Duration of the course: 45 hours

Method/approach:

- Workshops and interactive sessions, role plays, presentations and mix media were used to involve the students to develop skills to enhance their wellbeing.
- Participants were involved in activities and small experiential exercises.
- Participants were taught observation skills related to developing happiness, physical and mental health.

- Feedback was taken after the program to know about the effectiveness of sessions and if any improvements were required.

Evaluation of Course effectiveness:

Feedback was taken to assess the effectiveness of the workshops on various psycho-social indicators such as resource person's knowledge, organization of the workshop, whether the program objectives were met.

Learning Outcomes:

The participants:

1. Learnt the set of skills that would be effective in developing healthy emotions, regulating the negative emotions and constructively using them for their mental wellbeing and health.
2. Enabled participants to develop capacity that would make their lives happier by managing stress.
3. Enhanced their ability for changing their life style for healthier life through relaxation techniques.
4. Developed skills to counter mental health issues.
5. Learned the techniques of effective communication.
6. Acquired knowledge for improving mental health by building resilience, compassion, happiness and self-esteem.
7. Learned ways to manage time effectively and making work more meaningful.

Schedule for Capacity building program “Health, Well-Being and Productivity”

Date	Day	Sessions	Resource Person	Topic
13/12/2021	Monday	Session I	Dr. Rajni Sahni	Health vs Wealth
14/12/2021	Tuesday	Session II	Dr. Kavita Sharma	Interactive solutions to enhance good health and wellbeing of workforce
14/12/2021	Tuesday	Session III	Dr. Sarita Nanda	Naturopathy for health
15/12/2021	Wednesday	Session IV	Dr. Meetu Khosla	Compassion & Resilience
15/12/2021	Wednesday	Session V	Dr. Renu Kishore	Stress Management and Relaxation techniques
16/12/2021	Thursday	Session VI	Dr. Pooja V Anand	Happiness & Wellbeing
16/12/2021	Thursday	Session VII	Ms Binusha Joycell	Emotions & Health
17/12/2021	Friday	Session VIII	Dr. Suparna Jain	Effective communication to increase productivity
17/12/2021	Friday	Session IX	Dr. Deepesh Rathore	How to manage Time
20/12/2021	Monday	Session X	Dr. Kshitija Wason	Making work more meaningful
20/12/2021	Monday			Valedictory Function

Session I:

Health vs Wealth

Dr. Rajni Sahni

Key Points covered in the session:

- Understanding health
- Physical and mental health
- Issues surrounding mental health
- Productivity at workplace
- Pandemic and its impact on health and wellbeing

This session focused on what is health and how to improve overall health and well-being.

Health can be defined as “Health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.” Participants were also asked about how they look at health. What according to them represent a healthy body?

Next, the importance of both physical and mental health was discussed. Physical health is important since it leads to

- Reduce your risk of a heart attack
- Manage your weight better
- Have a lower blood cholesterol level
- Lower the risk of type 2 diabetes and some cancers
- Have lower blood pressure
- Have stronger bones, muscles and joints

Just as physical health has positive life outcomes, mental health also is very important and there is a reciprocal relationship between the two. Mental health refers to a person’s emotional, social, and psychological well-being. Improvements in mental health leads to

reduction in anxiety, Improved moods, Clearer thinking, A greater sense of calm or inner peace, Increased self-esteem, Reduced risk of depression, Improvements in relationships.

Next, stigmas around mental health issues were discussed, some of the effects of stigma include: feelings of shame, hopelessness and isolation, reluctance to ask for help or to get treatment, lack of understanding by family, friends or others.

Further, participants shared their personal experiences of the pandemic, how it impacted their mental and physical health. Also, how pandemic influenced their relationships with the family members. The stress they had experienced and the causes of stress. How it all impacted their mood and emotions.

Productivity was another topic that was discussed. How did the participants look at productivity, why is it important, whether they are working at their optimal level of productivity or not. Ways to improve productivity. All these issues were discussed.

Alongside all these discussions, various group activities were also held such as

1. Self-awareness activity
2. Write a thank you letter to your body
3. Biggest lesson learned from the pandemic.

Learning Outcomes:

- Learn ways to improve mental health
- Overcoming the stigmas around mental health
- Improving cooperation and productivity at workplace
- Learn to improve overall well being

Session II:

Interactive solutions to enhance good health and wellbeing of workforce

Dr. Kavita Sharma

Key Points covered in the session:

- Benefits of daily workout
- Adopting healthy lifestyle
- Age and its relationship with health
- Health risk behaviors
- Become more active
- Taking time out for exercise

The session covered the importance of maintaining active lifestyle. Active living is a way of life that integrates physical activity into everyday routines, such as walking to the store or biking to work. There are many health related benefits to being physically active and living an active life. Active living can help to reduce the risk of chronic diseases, improve overall health and well-being, reduce stress levels, minimize health related medical costs, help you to maintain a healthy weight, assist in proper balance and posture and the maintenance of healthy bones and strong muscles.

Next, different types of physical exercises that can be done were discussed. There are three types of physical exercises that a person can do to keep active: endurance, flexibility and strength activities. Endurance activities increase your heart rate and strengthen your heart and

your lungs. Examples include dancing, cycling, swimming and brisk walking. Flexibility activities improve your body's ability to move and assist in keeping your muscles and joints relaxed. Strength activities create and maintain muscle and keep bones strong. Examples include climbing stairs, lifting free weights and push-ups.

Next, participants discussed the health habits of their family members, parents, spouse, and children. Also, how their activity levels can be increased was also discussed. Exercise is good for your heart, bones and muscles, weight, and sleep. Staying fit can even help you live a longer, healthier life. You'll get more benefits from exercise if you make it a regular habit rather than a once-in-a-while burst of heavy activity. Even small amounts can do your body some good: Just 10 minutes of aerobic activity each day can lower your risk of heart disease.

In addition, benefits of good quality sleep was also covered in the discussion. Getting a good night's sleep is incredibly important for good health. It's just as important as eating a balanced, nutritious diet and exercising. Getting enough sleep has many benefits. It can help you:

- Get sick less often
- Stay at a healthy weight
- Lower your risk for serious health problems, like diabetes and heart disease
- Reduce stress and improve your mood
- Think more clearly and do better in school and at work
- Get along better with people
- Make good decisions

Finally, what is healthy diet and benefits of healthy diet was covered. A healthful diet typically includes nutrient-dense foods from all major food groups, including proteins, whole grains, and fruits and vegetables of many colors. Healthful eating also means replacing foods that contain fat, added salt, and sugar with more nutritious options. Some of benefits include:

- It helps you live longer.
- Keeps skin, bones, and vision healthy.

- Boosts immunity.
- Lowers risk of heart disease, type 2 diabetes, and some cancers.
- Helps the digestive system function.

Learning Outcomes:

- Learn to adopt a healthy lifestyle
- Understand the benefits of every day workout
- Relationship between health and diet
- Understand the role of good quality sleep

Session III

Naturopathy for health

Dr. Sarita Nanda

Key Points covered in the session:

- Origins of naturopathy
- Naturopathy as an alternative to allopathy
- Meaning of being healthy
- Importance of being healthy
- Indicators of a healthy body
- Food as medicine

The session started with a discussion regarding the perception of participants about what is health and indicators of good health. Also, the ways in which good health can be achieved, this included the role of healthy diet and exercise. The negative role played by stress on the body was also discussed.

Next, origin of various diseases were discussed. Connection between lifestyle and diseases were established. Following which different ways of treating illness were discussed, which covered both naturopathy and allopathy. Naturopathy was defined as a form of healthcare that combines modern treatment with traditional methods. It includes alternative, natural therapies to modern medicine. Naturopathy focuses on: the body's capacity to heal itself. Preventing health problems. Naturopaths focus on a holistic approach, avoiding the use of surgery and conventional medicines. Naturopaths aim to prevent illness through stress reduction and changes to diet and lifestyle. In India, naturopathy is overseen by the Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH).

The origins of naturopathy in Indian culture was also covered. The practice of Nature cure in some or the other way is not new to the Indians. Many of the practices are part and parcel of Indian life style and become an inseparable entity of Indian tradition and culture. Few practices have gradually evolved into full-fledged therapies and have gained a status in the field of health care. During Vedic period there is clear concept about medicinal value of water, earth etc. Among different rivers Ganga's water was considered as instrumental one in curing Heart disease and Arthritis. In Rigveda fasting was considered as supreme medicine to eliminate accumulated toxins in different systems of human body. The Manu Smriti has prescribed rules and regulations about the personal hygiene. The Bhagavat Gita elucidated the three varieties of food and its effect on human body and mind.

Afterwards, the weight and height of all the attendees was measured in order to find out how physically fit they are. The BMI of the attendees along with who was healthy, in the yellow zone (at some risk) and in the red zone (at more risk) was shared. The effects of not maintaining health were discussed including how blocked arteries can lead to heart attacks. Foods high in glycemic index like wheat flour, refined flour etc. were talked about and how they can be replaced in the diet. The effect of environment and pollution on health and well-being was discussed.

Finally, the session ended with a discussion about taking out the time to exercise and eating a balanced meal to boosting immunity. Also, it's important to understand the body in order to develop immunity and not always rush to the doctor every time there is an illness. The meaning of well-being was explained along with the meaning of being healthy. The difference between being disease-free and healthy was also discussed.

Learning Outcomes:

- Learn to maintain healthy lifestyle
- Understand the indicators of healthy body
- How to use food as medicine
- Incorporating healthy food in the diet
- Learn to improve immune system functioning

Session IV

Compassion & Resilience

Dr. Meetu Khosla

Key Points covered in the session:

- Resilience during pandemic
- Compassion for self
- Compassion for others
- Meditation and relaxation techniques
- Self-acceptance
- Self-regulation

This session covered the concepts of resilience and compassion. The aim of the session was to impart these two skills in the participants. To accomplish this, first the question, what is resilience? was addressed. After discussion with the participants it was understood as the ability to withstand adversity and bounce back from difficult life events. People face all kinds of adversity in life. There are personal crises, such as illness, loss of a loved one, abuse, bullying, job loss, and financial instability. There is the shared reality of tragic events in the news, such as terrorist attacks, mass shootings, natural disasters, and of course the COVID-19 pandemic. People have to learn to cope with and work through very challenging life experiences.

Further, the consequences of being resilient were also covered. Resilient people do experience stress, setbacks, and difficult emotions, but they tap into their strengths and seek help from support systems to overcome challenges and work through problems. Resilience empowers them to accept and adapt to a situation and move forward. On the other hand, People who lack resilience are more likely to feel overwhelmed or helpless, and rely on unhealthy coping strategies (such as avoidance, isolation etc.).

Next, compassion was discussed, Compassion involves allowing ourselves to be moved by suffering and experiencing the motivation to help alleviate and prevent it. An act of compassion is defined by its helpfulness. Qualities of compassion are patience and wisdom; kindness and perseverance; warmth and resolve. Compassion for self was defined as the quality of being gentle, kind and understanding with yourself; accepting that you are not perfect; and understanding that there is potential for learning and growth in every mistake you make.

Also, ways to increase self-compassion were discussed:

- Practice Forgiveness
- Employ a Growth Mindset
- Express Gratitude
- Be Mindful

The importance of self-regulation was also discussed during the interaction with the participants. Which is defined as the ability to understand and manage your own behaviour and reactions. Those who successfully display self-regulation in their everyday behavior enjoy greater well-being. On the other hand, those who suppressed their feelings instead of addressing them head-on experienced lower well-being, including greater loneliness, more negative affect (i.e., bad feelings), and worse psychological health overall.

Along with these theoretical discussion, lots of activities were also carried out. Firstly, group activity to learn meditation and mindfulness. Secondly, describing oneself in terms of five qualities. Thirdly, writing about a gift the participants would give to their friends. Lastly, writing a thank you note for any loved one in their lives.

Learning Outcomes:

Learn to be more resilient

Learn to be more compassionate towards self and others

Identify qualities in oneself

Understand and practice mindfulness in day to day activities

Session V

Stress Management and Relaxation techniques

Dr. Renu Kishore

Key Points covered in the session:

- Stress management
- Physical stress, psychological stress
- Effects of stress on body, psyche, social life,
- Eustress and distress
- Causes: social, personal, pandemic
- Post-traumatic stress
- Empathy, compassion
- Relaxation techniques

This session aimed at understanding and managing stress in day to day life. The participants discussed their understanding of what stress is and the different causes of stress in their life. The participants also discussed the potential negative consequences of high stress and the how stress impacts their daily life.

Next, how stress impacts physical health of a person was discussed. Stress and its association with diseases such as cancer, diabetes, hypertension, heart diseases etc. was made clear to the participants. Also, the impact of stress on mental health was discussed, how it's related to mental health issues such as depression, anxiety, sleep disorders, eating disorders etc. was also clearly discussed.

Further, participants were informed about the two key types of stress eustress and distress. Distress is the most commonly known type of stress. It is a negative stress that causes feelings

of worry, fear or anxiety. Distress is typically caused by negative experiences and situations, such as losing a job or when a family member is diagnosed with an illness. On the opposite end of the spectrum, eustress is positive stress. Eustress can promote feelings of energy, focus, excitement or fulfillment. It is typically caused by positive experiences, such as starting a new job or getting married.

Next, participants were taught different ways of handling stress, from living a disciplined life, eating healthy food, to role of imagery, positive visualization and progressive muscle relaxation. Group exercise was also carried out where participants were shown how to use progressive muscle relaxation technique.

Along with these techniques to manage stress, participants were also taught how to be more assertive in their daily life. More specifically LADDER technique to improve assertiveness was used.

L – Look at your rights and what you want, and understand your feelings about the situation
A – Arrange a meeting with the other person to discuss the situation
D – Define the problem specifically
D – Describe your feelings so that the other person fully understands how you feel about the situation
E – Express what you want clearly and concisely
R – Reinforce the other person by explaining the mutual benefits of adopting the site of action you are suggesting.

Apart from these techniques, the role of humor and spirituality in managing stress was also discussed as various psychological researches have pointed to their effectiveness.

Finally, participants were encouraged to start maintain a thank you journal and taking initiative to help out others.

Learning Outcomes:

- Understand the nature and origin of stress
- Learn about the types of stress
- Understand the impact of stress on mental and physical health
- Understand the ladder technique of assertiveness
- Learn various relaxation techniques to counter stress

Session VI

Happiness & Wellbeing

Dr. Pooja V Anand

Key Points covered in the session:

- Sources of happiness
- Happiness and health
- Personal strengths
- Savoring Gratitude

This session was on 'Happiness and well-being' the main aim of the session was to train the participants in understanding the importance of happiness and well-being in their lives as well as to train them in using various important strategies for enhancing their happiness and well-being.

In her 2007 book *The How of Happiness*, positive psychology researcher Sonja Lyubomirsky elaborates, describing happiness as "the experience of joy, contentment, or positive well-being, combined with a sense that one's life is good, meaningful, and worthwhile." On the other hand well-being is defined as the presence of positive emotions and moods (e.g., contentment, happiness), the absence of negative emotions (e.g., depression, anxiety), satisfaction with life, fulfillment and positive functioning.

The session began with the participants talking about their idea of happiness and then they were explained the meaning and importance of happiness and well-being with the help of relevant examples and that it is possible to become happier. Various strategies on which they were trained were based on positive thinking, identifying and utilizing their strengths and those of others as well as conveying to others, mindfulness, savoring, and gratitude.

The session was conducted in a workshop style including sharing circles, experiential activities, group discussion activities, writing, drawing activities to get an opportunity to fully experience and learn the use of various strategies in real time. Participants were given some activities before the session which were discussed during the session as well as some 'homework for life' activities so that they practice the strategies on a daily basis.

Learning Outcomes:

- Learn to appreciate positive emotions and experiences in daily life
- Understanding happiness and its relation with well being
- Identifying inner strengths and how other perceive you
- Explore the strategies to lead a happy life
- Understand the concepts such as mindfulness, gratitude, and savoring

Session VII

Emotions & Health

Ms Binusha Joycell

Key Points covered in the session:

- Understanding emotions
- Impact of emotions on health and well being
- Coping strategies to handle negative emotions
- Importance of nonverbal communication in understanding negative emotions

This session focused on negative emotions and its influence on health and well-being. The participants were asked to describe what they understand by negative emotions. Also, what are often the causes and effects of negative emotions? Few of the negative emotions came up during the discussion were:

- Anxiety
- Anger
- Sadness
- Annoyance
- Despair
- Jealously
- Emptiness
- Frustration

Next, a group activity was carried out in which a game known as werewolf was played. It is an engaging game of death and destruction! One person is the narrator, and the others are the players who live together in a village that have recently discovered there are werewolves in their midsts. Werewolf is a game played in a round consisting of two phases: Day and Night. The Day phase of the round is when the Townspeople are active and try to deduce the

identities of the Werewolves so that they can be killed and removed from the game. The Night phase of the round is when the Werewolves are active and try to kill the Townspeople. The game is over when all of the Werewolves are killed or the number of Townspeople is equal to or less than the number of Werewolves left in the game.

Further, participants were asked to write letters about both their positive and negative emotions experienced by them in the recent past. The aim of this exercise was to make them aware of how their experience has influenced their physical and mental health.

In the end, participants were informed about the various strategies to cope with negative emotions. Some of them are as follows:

- **Don't blow things out of proportion** by going over them time and again in your mind.
- **Try to be reasonable** – accept that bad feelings are occasionally unavoidable and think of ways to make yourself feel better.
- **Relax** – use pleasant activities like reading, walking or talking to a friend.
- **Learn** – notice how grief, loss and anger make you feel, and which events trigger those feelings so you can prepare in advance.
- **Exercise** – aerobic activity lowers your level of stress chemicals and allows you to cope better with negative emotions.
- **Let go of the past** – constantly going over negative events robs you of the present and makes you feel bad.

Learning Outcomes:

Learn to cope with negative emotions

Understand the influence of positive emotions on health

Understand the influence of negative emotions on health

Identify negative emotions in nonverbal communications

Session VIII

Effective communication to increase productivity

Dr. Suparna Jain

Key Points covered in the session:

- Communication at work
- Communication at home
- Need of communication
- Role of listening and attention in communication
- Assertiveness
- Body language and non-verbal communication

The goal of this session was on the need and importance of effective communication at workplace as it relates to the productivity of individuals, groups, and organization as a whole. Communication in its effectiveness as a skill is not restricted to work only, it is also important to maintain happy and healthy family environment.

Next need for communication was discussed, the participants were made aware of the fact that when information is not transferred in the right way and at the right time, workplace productivity can go down. Also, tasks may be incomplete and as a result goals will not be met. Effective communication in the workplace can have a positive effect on the performance of employees by increasing employee morale, retention rate and the overall productivity of the working environment.

Next, a group exercise was carried out in which the participants discussed the importance of listening and attention in communication. Communication is a two way process, where there is a sender and a receiver. Both the sender and receiver takes turn while speaking and pay attention to the points made by each other then only effective communication is possible. The first step to communicate well is to listen well. Listening is dynamic, that means it's an active process that requires us to listen and think about what others are saying to us at the same time. It also means that the listener tries to understand what the other person is feeling or experiencing and attempting to see things from the speaker's perspective.

Next, components of communication and types of communication were discussed. Following are the key components of communication:

Context - Communication is affected by the context in which it takes place. This context may be physical, social, chronological or cultural.

Sender / Encoder - Sender / Encoder is a person who sends the message. A sender makes use of symbols (words or graphic or visual aids) to convey the message and produce the required response.

Message - Message is a key idea that the sender wants to communicate.

Medium - Medium is a means used to exchange / transmit the message.

Recipient / Decoder - Recipient / Decoder is a person for whom the message is intended / aimed / targeted.

Feedback - Feedback is the main component of communication process as it permits the sender to analyze the efficacy of the message.

Within this context four different types of communication were also discussed namely, verbal, nonverbal, written, and visual communication. Along with this importance and utility of these types were also discussed with the participants.

Participants were then informed about different ways to be assertive. Difference between being assertive and aggressive was also made clear to the participants.

Shortly after this another group exercise was held, which was Johari window. The Johari window is a technique designed to help people better understand their relationship with themselves and others. It was created by psychologists Joseph Luft and Harrington Ingham in 1955.

At the end of the session, participants were informed about body language and how to interpret body language of self and others.

Learning Outcomes:

Importance of communication at workplace

Learn to be an effective communicator

Understanding body language

Interpreting nonverbal communication

Learn to express yourself assertively

Session IX

How to manage Time

Dr. Deepesh Rathore

Key Points covered in the session:

- Concept of time
- Changing perception related to time
- Common practices to better manage time
- Qualities of an effective manager
- Characteristics of an ineffective manager of time
- Time and workplace productivity
- Maintaining work-life balance

In this session discussion revolved around the concept of time and ways to improve time management. We all get the same 24 hours – so why do some people seem to achieve more with their time than others? The answer: good time management. Qualities and lifestyle of people who are good at managing time and bad at managing time were discussed.

In order to manage time effectively we need to first appreciate the importance of the time that is available to us daily. To visualize this a group activity was carried out in which participants were asked to describe the ways in which if they were given 86400 rupees everyday how would they go about spending it. The participants were then told that the amount is the number of seconds in each day and the excitement that was there for the money should be there even more for the time and time is more valuable than money.

Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high. To understand this point another group activity was carried out in which a glass jar was used and it was demonstrated how objects of different sizes can be fit into it. Similarly, we should also try to fit in different tasks that we need to carry out daily depending upon their relevance and importance.

Next it was discussed how time is related to productivity at the workplace and how time management can be linked to our biological clock known as 'Circadian rhythm'. We should structure our day to day work around body's circadian rhythm, which would not only be beneficial for the productivity at workplace but also be good for our health.

Finally practical 10 ways of improving time management were discussed

1. Start your tasks early

If you have the opportunity, starting a task before you're scheduled to begin working on it can help you overcome the initial preparatory stages of an assignment.

2. Make a list of today's task (to do list): can also help overcome procrastination

3. Give yourself breaks: Dedicating time in your day to brief disconnections from your work will allow you to decompress and come back to your active tasks with a new perspective.

4. Prioritize your tasks: Determine how important each of your tasks is to each other. Assigning a priority to specific tasks can help you focus your efforts on the things that need your time the most.

5. Schedule your tasks and their deadlines: Take time to compose a detailed schedule for each of your active tasks and set firm deadlines for them.

6. Organize your workspace: An organized workspace can help you save time within your day by preventing you from having to search for the materials you need to complete each task.

7. Learn your patterns of productivity: Everybody has different patterns of how productive they are throughout their day.

8. Use technology to help keep you accountable: Time tracking and daily management software are becoming more commonly integrated into the workplace every year.

9. Focus on one task at a time: Multitasking may seem like an effective strategy to accomplish multiple tasks more quickly.

10. Reinforce your good habits: reinforce your success with a small reward.

Learning Outcomes:

- Learn to appreciate time
- Learn to manage and utilize time
- Understanding how time is related to productivity at work
- Identify the ways in which time is not utilized properly
- Learn 10 ways to improve time management

Session X

Making work more meaningful

Dr. Kshitija Wason

Key Points covered in the session:

- Meaning and purpose
- Identity and relationship
- Purpose of life
- Indecisiveness and confusion
- Living a meaningful life
- Flourishing
- Create meaning in life

The session started with a group activity in which participants were given a piece of paper. They were asked to close their eyes and follow instructions of folding and tearing. Then the pattern emerged was analyzed, it was noticed that all the participants even though were given the same instructions ended up with slight variations in the pattern. It was done to show how unique each individual is even when given the same set of instructions.

Next a discussion was carried out regarding the importance of enjoying the journey rather than waiting for destination to be happy. A Harvard study found that we spend almost 50 percent of our time thinking about the past and future, instead of focusing on the present, which leads to increased unhappiness. Looking through the lens of achieving goals, this finding seems to resonate. Our minds tend to daydream about the future state (or beat ourselves up for how we messed up in the past), instead of focusing on what we can do right now to improve.

But if you shift your focus from the goal to the journey, your mindset completely changes. Instead of seeing a big goal as something that will be realized at some point in the distant future, you have smaller, bite-sized steps that you can look forward to, and more importantly, act on today.

Our daily life experiences are filled with diversity. Diversity in terms of the people that we meet, different age group, gender, educational level, and other demographic variables. Also, diversity of emotions, happy, sad, excited, angry etc. diversity of events, festivals, seasons. To make life more meaningful it's important to acknowledge and appreciate these diversities.

Another important factor that have the potential to make our experiences meaningful is to realize our own potential. In order to realize your full potential, you must know and live according to your core values. These are the things that shape how you view yourself, others, and the world around you. You will find your life more meaningful, and feel a deeper sense of well-being, if you live a life that is "value-congruent," or in line with what's most important to you

At the end, flourishing scale was administered and a discussion ensued. The Flourishing Scale is a brief 8-item measure of the respondent's self-perceived success in important areas of life such as relationships, self-esteem, purpose, and optimism. The scale provides a single psychological well-being score and can be used to provide useful feedback for how to improve one's life and may stimulate self-reflection. Results consist of a single psychological well-being score (between 8 and 56), where higher scores represent higher levels of well-being, resources and strengths.

Learning Outcomes:

- Learn to make work more meaningful
- Explore the meaning in life
- Understand uniqueness in self and others

- Understand the ways to make life more meaningful



