



Uka Tarsadia University

SRIMCA MBA

**Report on Session on Productivity
Enhancement Tools
Orientation Program 2024**

Date: August 05,2024

Venue: Shrimad Hall, UTU

Time: 10:30 am to 12:00pm

Total no. of Participants: FY MBA (60) and SY MBA (100) Students

Name of the Expert: Mr. Tejesh Patel

Profile of Expert: Chief Technical Architect of Strategic Alliance, CEO of Brilliant exams.net and MD of Smart City Initiatives for India.

Program Objectives: The primary objective of this session was to introduce students to essential tools and techniques, such as time management, collaboration aids, and office productivity software, that can significantly improve their academic and professional performance. By leveraging these tools, students can better manage their tasks, reduce procrastination, and enhance their overall productivity.

Program Outline: The session on Productivity Enhancement Tools covered the fundamentals of increasing productivity through time management, reducing procrastination, and enhancing collaboration. It introduces students to key applications and tools from Google and Microsoft, along with practical techniques for effective communication, task automation, and leveraging AI tools like ChatGPT.

Program Outcome: By the end of this session, students had a solid understanding of how to utilize various productivity tools to manage their academic and professional tasks more efficiently. They got equipped to implement strategies that enhance focus, improve collaboration, and streamline their workflows, ultimately leading to increased productivity and better performance in their studies and future careers.

Schedule of Events in a tabular format:

Time	Activity
10:30 am to 12:00 pm	A Session on Productivity Enhancement Tools

The session on "Productivity through Computer Applications," led by Tejesh Patel, offered a comprehensive exploration of various digital tools and strategies aimed at enhancing productivity, particularly for MBA students. The session focused on the integration of widely used applications, specialized productivity tools, and AI-powered solutions, providing participants with practical insights into how these tools can optimize their academic and professional lives.

Key Topics Discussed:

- **Google and Microsoft Office Tools:** Sir began the session by highlighting the importance of essential office tools that form the backbone of productivity:
 - **Google Docs/Microsoft Word:** These word processing tools are crucial for creating, editing, and sharing documents. Sir emphasized their role in drafting reports, essays, and professional documents efficiently.
 - **Google Sheets/Excel:** Essential for data analysis, budgeting, and financial modelling, these spreadsheet tools help users manage and analyse data effectively, a critical skill for MBA students.
 - **Google Apps/Office 365:** These office suites provide a range of applications that facilitate communication, document creation, and team collaboration, streamlining workflows.
 - **Gmail/Outlook:** As primary communication tools, these email platforms offer advanced features like scheduling, filtering, and labelling, which are vital for managing large volumes of correspondence efficiently.

- **Google Calendar/Outlook:** Time management is key to productivity, and these scheduling tools help users organize their tasks, meetings, and deadlines effectively.
- **Specialized Productivity Tools:** The session covered several specialized tools that can enhance personal productivity:
 - **Grammarly:** This extension checks grammar and spelling, ensuring that written communication is clear and professional.
 - **StayFocusd:** A tool that helps limit time-wasting by blocking access to distracting websites, thereby maintaining focus during work or study sessions.
 - **Toggl:** A time-tracking application that allows users to monitor how they spend their time, providing insights into productivity patterns.
 - **AdBlock:** By blocking ads, this tool reduces distractions, helping users maintain their focus while browsing the internet.
- **Creative and Design Tools:** Sir emphasized the importance of creativity in productivity:
 - **Canva:** A user-friendly graphic design tool that enables the creation of visually appealing presentations, social media graphics, and other design projects, even for those without extensive design skills.
 - **ScreenCastify/Nimbus:** Screen capture tools that are useful for creating tutorials, recording presentations, or capturing important on-screen content for later use.

Tejesh Patel Sir concluded the session by emphasizing the evolving nature of productivity in the digital age. He urged students to embrace lifelong learning, adapt to emerging technologies, and prioritize collaboration over competition. By leveraging these tools, participants can not only enhance their productivity but also remain competitive in an ever-changing academic and professional environment. This session provided valuable insights into the practical applications of digital tools, empowering participants to optimize their workflows, enhance their academic performance, and prepare for future challenges in their careers.



Report Prepared by: Ms. Nikee Mehta

Date: August 10, 2024