



**Uka Tarsadia University**

**SRIMCA-MBA**

## **Report of Expert talk Organized on Productivity Enhancement Tool**

**Date:** August 6 2024

**Venue:** Shrimad Hall, SRIMCA-MBA

**Time:** 9:00 to 11:30

**Total No. of Participants:** FYMBA (62) and SYMBA Students(100)

**Name of the Expert:** Mr. Komalkumar Shah

**Profile of Expert:** CEO V.S Shah Education and Software Pvt. Ltd

**Program Objective:** The primary objective of the session was to introduce participants to key features and functionalities of Gmail, Google Calendar, Google Keep, and Google Notes. The session aimed to enhance their ability to manage emails, schedules, tasks, and notes more efficiently.

**Program Outline:** A comprehensive session on Productivity enhancement tool was conducted highlighting the tools of Gmail, Calendar, Keeps, and notes.

**Program Outcome:** Students learn the tools, which enhance their capabilities of performing the task.

## Schedule of Events

Time	Activity
9:00- 11:30	Expert talk on Productivity enhancement tools

The session was conducted by Mr. Komalkumar Shah, an expert in digital productivity tools. He has extensive experience in training individuals and organizations on utilizing technology to improve productivity.

The Expert talks covered following key topics:

### Gmail Features

- **Organizing Emails:** The speaker demonstrated how to use labels, filters, and categories to organize emails efficiently.
- **Smart Compose and Smart Reply:** Participants were introduced to the AI-driven features that help in drafting and responding to emails quickly.
- **Tasks and To-Do Lists:** The integration of Google Tasks with Gmail was discussed to manage tasks directly from the inbox.
- **Setting Priorities:** The importance of prioritizing emails using the "Starred" feature and importance markers was emphasized.

### Google Calendar

- **Creating and Managing Events:** The session covered how to create, edit, and delete events, and how to invite participants.
- **Scheduling Meetings:** The speaker highlighted the use of the "Find a Time" feature to schedule meetings without conflicts.
- **Reminders and Notifications:** Participants learned to set reminders and customize notifications for upcoming events.
- **Integration with Other Tools:** The seamless integration of Google Calendar with Gmail and Google Meet was discussed.

### Google Keep

- **Creating and Organizing Notes:** The speaker explained how to create notes, lists, and set reminders within Google Keep.
- **Collaboration:** The session included a demonstration on how to share notes and collaborate with others in real-time.
- **Labeling and Archiving:** Techniques for organizing notes using labels and archiving were discussed.

## Google Notes

- Taking and Organizing Notes: The speaker demonstrated how to take and categorize notes efficiently.
- Synchronization Across Devices: Participants learned about the synchronization feature that allows access to notes across multiple devices.
- Advanced Features: The use of voice notes, image notes, and drawing in Google Notes was highlighted.



### Outcome:

### Improved Skills:

- Participants gained practical knowledge and confidence in using Google Tools.

**Report Prepared by:** Dr. Krunal Patel

**Date:** August 9 2024.