Quadrant-I(e-Text)

Details of Module and its structure

Module Detail	
Subject Name	Education
Course Name	ICT in Education
Course Code	EDU504
Module Name/Title	*ICT for Personal Management: email, task, event, diary, networking*
Module Code	IIE016
Pre-requisites	………………………
Learning Outcomes	After going through this lesson, the learners will be able to understand the following: a. Information and Communication Technology, meaning and definition. b. Electronic Mail for Personal Management c. Diaries for personal Management d. Event Management Using ICT e. Task Management Using ICT f. Networking
Keywords	ICT, Email, Event Management, Task Management, Electronic Diaries, Networking

1. **Development Team**

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1. Personal Management

Personal management refers to the ability of individuals to prioritize the things in their lives. That means the things which a person feel is of greatest priority should be kept at first place in the list. Prioritizing your work in day to day life is the basic and first rule for personal management. The secret behind the most successful people in the world is that they know how to manage oneself and know the priorities of their life. When you have decided the things, which are prior to you then manage your life and time according to that. Most of the success of the world lies in doing those things which average people do not have time for. Not only quantity of time, but quality of time spent on the work also matters.

Planning and organization are typical for any generation. This can be done on paper or electronically. We are all familiar with the procedures of pen down our priorities. In this era of electronic gadgets everybody is having an electronic tool in the tip of a click where we have the great deal of managing and organizing our works according to the priorities. This is where ICT (Information and communication technology) has to play its roles in personal management.

2. ICT (Information and Communication Technology)

Before understanding the use of ICT in personal management, let us first understand what the meaning of Information and Communication Technology is? ICT does not have any universally accepted definition but it can refer to the components of hardware and software integrated in networking to disseminate information and enable people to communicate with each other verbally or/and non-verbally digitally worldwide. ICT is complementary to IT as it is a more comprehensive term which is related to all computer components and digital technologies. The list of ICT components is endless. It consists of all the devices and networks for internet as well as wireless mobile devices. Radio, television, educational channels (Online and offline), telephones, computers, laptops and what not. All these components are being widely used all around the world for different works such as enriching relations (formal and informal), education,

transmission of information and knowledge and list is never ending. Components of ICT are of wide range and continuous to grow.

Let us try to understand the term ICT through this diagram.
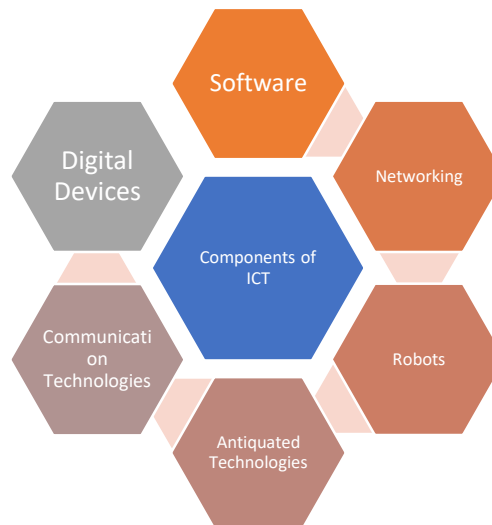
Now, the question arises, how this information and communication technology can be used for personal management? In this lesson we will be discussing, how electronic mail can be used be for personal management? Along with that we will be discussing use of ICT in managing task, events, diary and networking.

## 3. Electronic Mail for Personal Management

Electronic mail is generally termed as email in daily life. The features of e-mail are similar to a letter other than that it is sent through the internet to the recipient. Also, the sender can attach different types of files. To receive and send e mail, am email address is required and this address is unique to every user (sender and recipient). You can consider it to be on the same lines as Post Cards/letters being sent via Post Office/Courier Service. It is the most convenient way to communicate in this era of Computers. Now, in case of letters you need to specify an address similarly, to send an email you need the email address if the person to whom you want to send an email. In the case of letters sent via post or courier, it takes a few days for the letter to reach after you send, the email reaches in a fraction of second to the recipient after you send it.

Key benefits and feature of using email-

1. Use of Emails is easy. Every person can use email without and difficulty for organization of daily correspondence.
2. Email is one of the fastest ways for formal written communication as compare to letters, post or any other mode of communication.
3. They are delivered at once around the world as long as the internet connection of the sender and receiver is working.
4. Formal as well as informal letters can be sent via email and modest & official languages used in email as per requirements.
5. We can use pictures & send birthday cards or newsletters through emails.

An e mail window looks like this:
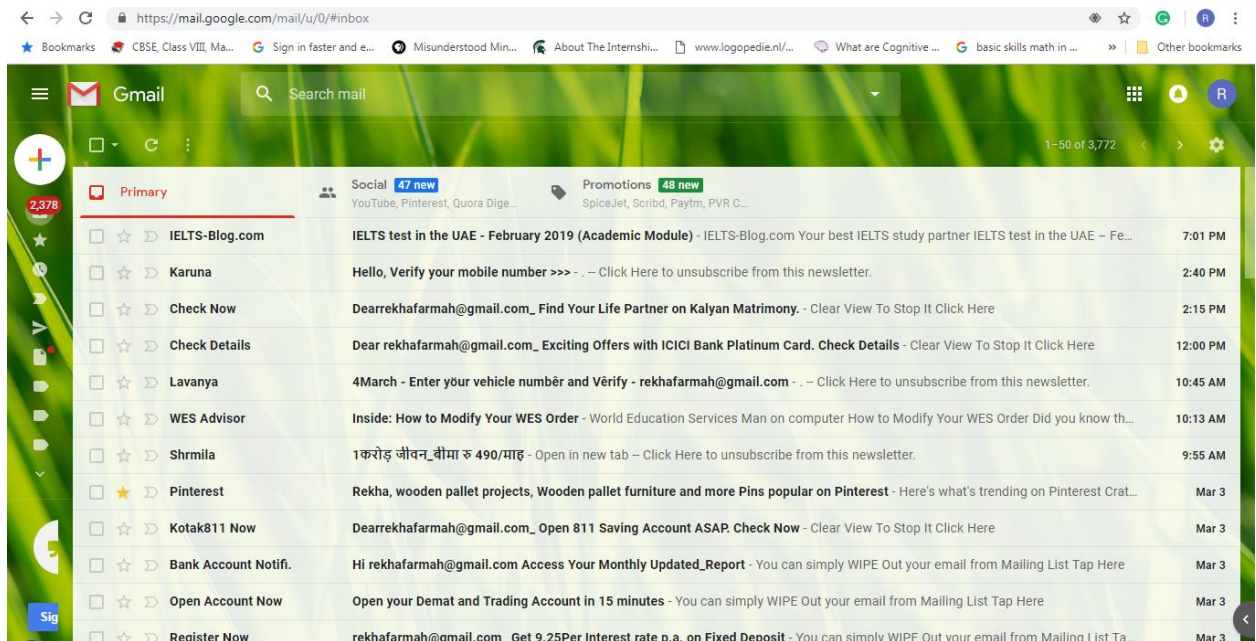
Using an Email:

1. First of all, any person who wants to use an e mail, he/she needs to create an email address, and this can be done through any of the email service providers. It can be any one from, Gmail, Yahoo, Outlook,

Hotmail etc. and depends upon the country u are living in. All of these let you sign up for free.

2. Then, open the internet browser, and sign up providing g your details and selecting an address/ unique name for you. This will further be used for signing in.

3. Now the gather the email address of the people you want to speak/write to, compose an email and then Send it

4. Diaries for personal Management

As we are talking about ICT, in this part of this lesson, we will be discussing about electronic diaries which are way different from paper diaries but the purpose is almost the same; personal management. The best way to keep records of your personal management tasks on an electronic device like your mobile phone or laptop is electronic diaries which you can keep handy to for managing your activities.

You can do the following tasks with an electronic diary

1. You can take a look at once on your daily appointments (no need to carry a hardbound note-book type diary, carry it in your mobile phone)
2. You can mark your appointments and prioritize your meetings.
3. E- diaries can remind you prior about meetings and appointments if you set reminder alarm.
4. E-diaries use variety of interface which allow users to view it yearly, monthly, weekly etc.
5. You can never run out of space if you use an e-diary as the software will automatically add new pages when needed.
6. Electronic diaries will retain your old records for years.
a. E-diaries saves time and botheration of meeting times to be found, arranged and confirmed.
7. The most useful advantage of electronic diary is that anyone can share its pages to another person electronically over the network.

Despite of the advantages of these diaries there are some complications also. The main disadvantage of keeping personal organizer electronically on a laptop or desktop is that it cannot be carried to everywhere. Therefore, few software companies have come up with e diaries on mobile phones so that they can be carried to everywhere with you.

5. Uses of Electronic Diary

There are few core uses of electronic diaries:

6. Keeping a diary

As mentioned earlier, an electronic diary keeps track of your daily records. To site an example, you can put information in to the diary on a day by day basis, you can then view their commitments "by year" when wanting to book holidays, or plan overtime. There is no need to have a separate year planner. Unlike paper diaries there is no paper restrictions. User can add as many pages on the diaries as he likes as well as content can be edited without mess.

7. Sharing a Diary

The ability of sharing diary with other record users is another benefit of electronic diary. Since the diary is always "on-line". This diary can never be lost or being taken away. The diary is ubiquitous in nature as it can be accessed from any computer on the network, so there is no need to keep multiple paper copies of the diary. A professor can access their diary, as could their administrator on the other side of campus.

8. Booking Meetings Electronically

Bringing these features together, most organizations allow staff to book meetings completely automatically. That is, using the diary to find a free time, and using the system to send invites to the meeting's attendees. Most systems send these invitations through electronic mail. Microsoft Outlook, which is particularly well integrated into email.

9. Viewing free times

While these features help in the management of time, electronic diaries also help in booking meetings. However, it is also useful for other staff in that it can cut down the amount of time spent trying to find suitable meeting slots. An electronic diary may look like this:
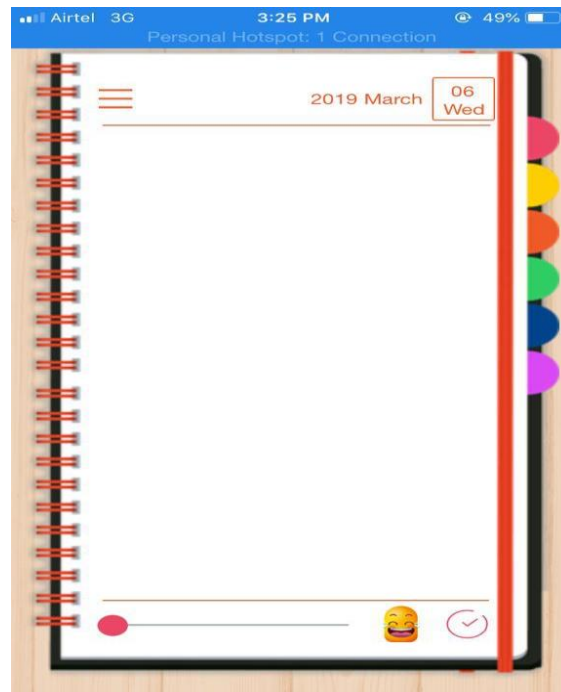
10. Event Management Using ICT

Can you imagine how we have become able to carry out innumerable tasks efficiently than ever before? All thanks go to ICT. In the present era, many of the modern jobs can be quite difficult to perform without the use of technology. While there are other jobs which are impossible to perform without technology for example video calling for offices or personal purposes. The ICT has made a lot of tasks of event management industry easier than ever before and the performance has been improved efficiently.

11. How ICT can Help in an Event

1. ICT tools or applications like email marketing and social media is considered to be the backbone of any event because it allows the event planners to reach larger group of audience to make that event a showstopper.

2. ICT helps in live streaming of the proceedings of the event. The promotion of the event can reach to masses significantly with ICT.

3. A larger online audience can participate in the event ubiquitously that and significant engagements of masses can be made in form of liking, sharing and commenting online.

4. Technology can be highly helpful for both the large-scale events and smaller conferences alike.

5. For large scale events, security of the attendees is made sure using a camera equipped surveillance drone.

12. Need of Technology in Event Management

Time Saving

Time is money a famous phrase we often come across. To save time, event management software automatically tabulates the data giving you ample time to focus on the things which need greater attention.

Cuts out Human Error

Maintenance of several spreadsheets is a tedious task for humans and there is always a scope for error. But if the responsibility is given to the technology, a software won't commit error.

Monitor costs

It helps event managers to monitor costs and to compare then over years

Eases Networking

ICT can help people from far off places to be a participant in the event as well as share their experiences via communication technologies online worldwide.

Enhances Collaboration

ICT applications and software used in the events also enhances the collaboration process as everybody works on the same platform at the same time.

Need of Technology in Event Management

- Time Saving
- Reduces Human Error
- Monitor Costs
- Eases Netwroking
- Enhances Collaboration

13. Task Management using ICT

Before understanding how ICT is used for task management, we must first understand what is actually meant by task. A task is a well-organized and well-planned management of resources to accomplish pre-planned objectives of a particular task.

The foremost objective of ICT in task management is wise use of media and methodology along with well managed utilization of technology and tools in planning and management.

14. Uses of ICT Tools in Task Management

There are endless tools in ICT for task management. The purpose of ICT tolls in task management is to give assistance in planning and management

process and these tools can be used by either task manager or task team. The list of few of these ICT tools is given below:

Computers

Computers or laptops can be used to enlist task plans and proposals details can so as to enable ease of accessibility and use. The computers can also be used to input data and store data pertaining to the task.

Phones

Phones are the best ICT tools for communication between task manager, task team and stakeholders. The communication is enhanced through phones in an efficient and reliable way. It becomes fast and reliable.

Printers

Printers are extremely useful in task planning and management in the process of printing the blueprints, proposals and task documents for project undertaking.

Scanners

Scanners can be used in the process of scanning documents and sending them to the necessary and appropriate stakeholders of the task undertaking.

Internet

In task planning and management, the internet can be used to do / conduct online research on the task being undertaken by the project team so as to get the necessary information and details pertaining to the undertaken task.

Apart from these there are still more uses of ICT in task management which includes tools like projectors, cameras, interactive whiteboards, personal digital assistance and many more.

<u>Networking</u>

For having a career growth and personal booming, networking has a vital role to play. Networking means building long term relationships. Through networking you can meet new people and get in touch with already existing relationships who can assist you and you can help them in return. Your network includes everyone from friends and family to work colleagues,

business connections, your social network and members of groups to which you belong

Here are some **key benefits of networking** and the list is given below:

1. For Strengthening business Connections
2. Exchanging information on challenges, experiences and goals
3. Helps in advancing your career and professional growth
4. Get access to new job perspectives
5. It helps in building confidence
6. You can develop long lasting personal relationships.
7. You can get answer to every question

Quadrant-III

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Quadrant IV   Self- Assessment

1. Which of the following is best suitable term for personal management?

a) To prioritize your things

b) To help others to prioritize their things

c) Planning and organization

d) All of the above

2. Which of the following is correct for ICT?

a) Information and Computing Technology

b) Information and Communication Task

c) Information and Communication Technology

d) Inter connected Terminals

3. ICT refer to the components of hardware and software integrated in networking to disseminate information and enable people to communicate with each other verbally or/and non-verbally digitally worldwide. (TRUE/FALSE)

4. Which of the following is not a component of ICT?

a) Mobile Phone

b) Hardbound Diary

c) Radio

d) Video Conferencing

5. Which is the fastest way to send a mail? (post card, letters/E-mail)

6. Which of the following is not a feature of ICT?

a) Time saving

b) Less Error

c) Needs expertise

d) Enhances Collaboration

7. If a person wants to keep records of his/her daily tasks and wants to keep those handy without carrying extra weight, what would you recommend him/her to use? (Electronic Dairy/Hardbound Dairy)

8. Through electronic diaries, you can see through years back saved records. (TRUE/FALSE)

9. Live streaming of the events is possible through surveillance camera but not through ICT (TRUE/ FALSE)

10. To effectively achieve a task, one should follow pre-planned objectives. (TRUE/FALSE)

11. Which of the following is the appropriate definition of Information Technology?

a) Information Technology refers to the use of hardware and software for processing information

b) Information Technology refers to the use of hardware and software for distribution of useful information

c) Information Technology refers to the use of principles of Physical sciences and Social sciences for processing of information of many kinds.

d) Information Technology refers to the use of hardware and software for storage, retrieval, processing and distributing information of many kinds.

12. Information and Communication Technology includes:

a) On Line Leaning

b) Web Based Learning

c) Learning through the use EDUSAT

d) All of the above

13. Which of the following is the appropriate format of URL of e-mail?

a) www.mail.com

b) www_mail.com

c) www@mail.com

d) WWW@mail.com

14. An e-mail address is composed of:

a) one part

b) two parts

c) three parts

d) four parts

Answers

1- a, 2-c, 3-true, 4-b, 5-email, 6-c, 7-electronic diary, 8-True, 9-False, 10-True,

11-d, 12-D, 13-C,14-b