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## Typical day of an analyst at PyxisPM

**Start of the day (typically 9 A.M.) :** Start my work at home by logging into my system. Go through my email and reply to important ones first, rest can be replied later.

**Around 9:15 A.M. :** Check my calendar to know about meetings of the day. I can prepare for the meeting if not prepared already.

I can then monitor the metrics of the product to identify any important changes that have occurred which need immediate attention and also go through product management tools like Jira to raise and manage tickets.

**Around 10 A.M. :** Attend daily standup with the team on the project we are working on. We all can talk about what we have done yesterday and what needs to be done today. If someone is stuck or has any doubt, they can clarify it during this meeting. People can share suggestions and opinions too.

**Around 10:30 A.M. :** I can do some brainstorming to understand new product use cases and improvements that need to be done. I can design a mock-up of the new features, so I can present later.

**Around 11:30 A.M. :** I can attend meetings with a stakeholder or clients or attend a brainstorming session.

**Around 12:30 A.M. :** I can go for lunch and take a break to relax myself.

**Around 1:30 P.M. :** I can go through the product backlog to either prioritize it or expand on it. I can also create new user stories according to requirement. Here, I can talk with different customers or go through their requests and identify whether this particular solution is viable for business or overall working of the system.

**Around 2:30 P.M. :** I can work on monitoring marketing conversion funnels, do root cause analysis to identify any underlying issue and come up with the solutions.

**Around 3:30 P.M. :** I can collaborate with clients to identify issues, do some customer research and solve any issue in their day to day operations.

**Around 4:30 P.M. :** I can now attend a meeting with different PMs to talk about new features, what's going on, what needs to be done, talk about product roadmap and talk about insights gathered from metrics collected from the product.

**Around 5:15 P.M.:** I can now reply to mails which I have not gone through in the morning and also to messages received in the chatting app.

**Around 5:30 P.M. :** I can work with the development team to implement new API functionality or do some functional testing.

**Around 6:30 P.M. :** Note the task that I didn't finish in time or that needs to be done tomorrow.

Now I can log out of the system as I am done for the day.