Comp20140 Introduction to Project Management

Learning Journal Questions

**If you omit any of the questions below, you should still put the question number with “Not completed” beside it in your journal.**

**Do not put your journal into a plastic wallet!**

**Week 1 and 2**

1. Write your Goal Entry for this module – see Assessment Details on Moodle for explanations of this entry.
2. What are the other entries for your Learning Journal ?
3. How should the Learning Journal be structured ?
4. How are the marks for this course allocated ? What are the compulsory elements ?
5. Your time and your important “things”  
   In the lecture we carried out a “time alignment” exercise where we wrote down the 5 things that we spend most time on and the 5 things that are most important to us. Do this as a personal exercise. You do not have to record your 10 things in the journal. **Write a short reflection on what you have learned from this exercise.**For more information see Moodle document: “The Time Management Secret to Eliminate Your Time Wasters” or the url: <http://www.asianefficiency.com/goals/the-time-management-secret-that-will-eliminate-all-your-time-wasters/>
6. In Lecture 3 I presented an Excel weekly timesheet. Download this sheet and complete it for your tasks. Feel free to add/delete/edit the rows. Print and paste this sheet into your journal.
   1. What do you notice about where you spend your time
   2. Does this surprise you?
   3. Are there obvious changes you might consider making?

7 Download and install Evernote on your PC or smartphone or tablet

* 1. Create a list and store it in Evernote
  2. Print and paste this list into your journal
  3. Why is a cloud-based system useful?

8 When dealing with lists, what is a context and why is it useful to note the context for a task

9 Which computer-based list system do you think might be useful for you?

10 Explain the idea of filing your “stuff” using the 43-folders methodology.