Personal & Sustainable Strategies to Prevent Burnout

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Purpose: To introduce your work. Include a clear title, your name, degree, minor, date, course, and anything else (e.g., picture/illustration) that will bring the reader into your written work.

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CSS 496

Table of Contents

[Introduction 3](#_Toc56364393)

[Background 3](#_Toc56364394)

[Methodology 3](#_Toc56364395)

[Results 4](#_Toc56364396)

[Before/After the Workday 4](#_Toc56364397)

[During the Workday 4](#_Toc56364398)

[Outside of Work 4](#_Toc56364399)

[Conclusion 4](#_Toc56364400)

[Limitations 5](#_Toc56364401)

[Future Work 5](#_Toc56364402)

[Bibliography 5](#_Toc56364403)

# Introduction

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Purpose: To define your PM goals. In this section, you:

* Provide a context for your work Relate your work to your minor.
* Identify the stakeholders, i.e., the groups who will benefit from your project. Best done as a bulleted list with an explanation.
* Define central concepts or terms.
* As you discuss your PM work, you use the present tense.

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# Background

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Purpose: To explain your work in relation to other work that's been done. In general, this requires you to:

* Summarize previous relevant work (could be research, but not necessarily), relevant applications, other activities related to your work.
* Explain how your work builds on, expands on, reflects, differs from, etc. the other work.
* As you discuss your work, you use the present tense.
* Be sure to CITE all your sources and include them in your Bibliography.

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# Methodology

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Purpose: To explain your methodology and/or architecture so clearly that others in the field can both understand it and replicate or borrow your process. This requires you to:

* Describe methodology, design, and data collection strategy to allow others to replicate your results.
* Articulate your customer requirements (these ought to be reflected in the goals of your project)
* Describe quality metrics and target values so that you can reason about the quality of your results!
* Narrate key junctures in the decision-making process, including the rationale for the major design decisions you made, and why these were advantageous!
* Describe any alternatives you considered, and explain why these were ultimately rejected in favor of your design choice!
* Explain how you plan to measure your results based on the desired!
* quality as you discuss your work, you use the present tense.

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# Results

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Purpose: To present your results of your method/design/architecture. Specifically, this means that you:

* Explain/Demonstrate the results of your work (how successful you were in meeting your goals and achieving the desired level of quality)
* Acknowledge, detail, and attempt to explain any unexpected or surprising results!
* Explain how you results measured against your quality desired!
* As you discuss your project, you use the PAST tense, since it's done and you're discussing what happened (past tense).

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## Before/After the Workday

* “Commute to work” by taking a walk around the block.
* Have a dedicated start/end time.
* Don’t work off the clock.

## During the Workday

* Don’t accept non-emergency meetings or calls after a specific time.
* Normalize the practice of turning your camera off and on
* Use the appropriate software (MS Teams vs. Discord vs. Zoom vs. etc.)

## Outside of Work

* Use your vacation days and take some time off.
* Don’t be afraid to use your sick days as mental health days.
* Have a dedicated work area.
* Invest in a quality pair of headphones.
* Be realistic: It’s progress not perfection.
* Go on an adventure!

# Conclusion

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Purpose: To reflect on your work and offer “next steps”. This means that you:

* Summarize the key results and takeaways (lessons) learned in your work. Use this as a section to be self-reflective about your work and your learning and to discuss the implications of your results beyond this moment.
* As you discuss your work, you use the PAST tense, since it's done and you're discussing what happened (past tense).

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## Limitations

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* As separate bullets, acknowledge and discuss limitations of your work for the field and/or research area.

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## Future Work

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* As separate bullets propose areas for future work.
* Here, you could use the future tense to refer to your work or what could be done in the future.

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# Bibliography