Time Tracker

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What was learned and How to Improve

TIME TRACKER

Through this month long observation of time, a lot of data was gathered. It was learned that a majority of time goes to work and sleep. Out of 611 total hours tracked, the hours dedicated to school come in at 249. As it breaks down there was 32 hours of class and 64 hours of lab. That leaves 153 hours of work logged outside of campus, which further breaks down to 38.25 hours of work done at home per week.

To accomplish these hours, a couple productivity methods were used. The primary one was the Pomodoro technique. This involves working for a set amount of time then taking a break. And repeating that process until the task is complete. Using this process this month, a task would worked on for 45 minutes with a 15 minute break every hour. This gives ample time to recharge, refocus, and plan for the next block of time.

Another method used this month was the "Get things done" method. This is an idea created by David Allen, a productivity coach. This method focuses on control and perspective. It's meant to lay out your task then act upon them, rather than remembering to do them. This was accomplished by creating a to do list each week. Each assignment would then be organized by the amount of time it would take to complete, then worked on in order.
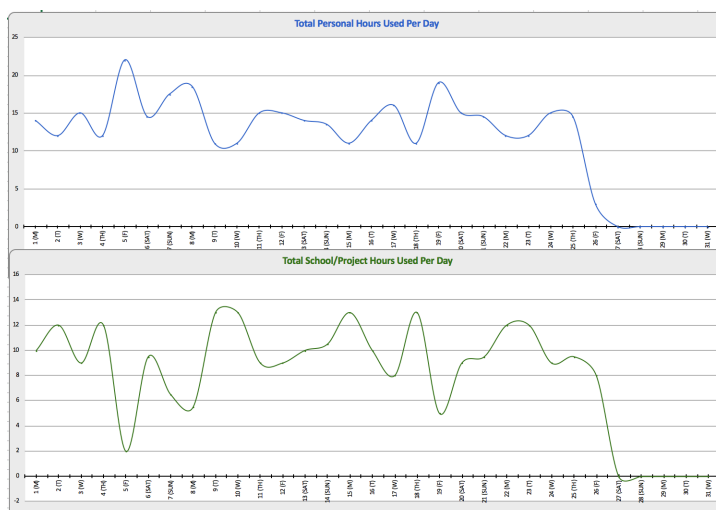
Hours Worked For Company
249
Hourly Wage I Get Paid
$10.00
Working For A Company, I Made (Before Taxes)
$2,490.00
Price Per Project I Charge
$500.00
Total Time On Project
611
Working For Myself, I Made (Before Taxes, Advertising, Marketing, Software, Hardware, Etc)
$0.82
PER HOUR

time tracking data from Hayden Vass

TIME TRACKER

Though these techniques were effective, there were still things to improve on. Understanding where my time went, a more efficient work method can be constructed. For future projects utilizing a new method called the Kanban might improve productivity. This method involves creating a board with three sections which are "To Do", "Doing", and "Done". This allows anyone using the technique to divide task, and easily pick them up whenever they please. The popular application "Trello" provides a similar service for tracking.

During this time observance, it felt that not a lot of time went to personal down time. But the data reflects differently. Out of 611 total hours tracked, 362 went to personal functions. Though so much time was dedicated to things outside of school, not a lot was accomplished. The data reflects the biggest waste of time was being lazy. Throughout the month there is an instance of being lazy every day. In order to better optimize time, this needs to be changed.

In the future, techniques will be established to optimize personal times. Things like exercise, minding a proper diet, and meditating can all aid in managing stress and optimizing ones brain to perform better on work task. The most surprising thing, found in research, that can improve brain optimization is to get better sleep. The National Institute of Neurological Disorders and Stroke (NINDS), discovered that sleep is necessary for humans nervous systems to work properly. The human body increases production of proteins in cells during sleep, which improves mental sharpness.

	A	B	C	D	E	F
		Personal Hours	School/Project Hours	Total Used Hours	Total Unused Hours	Total Hours In Day
	Day 1 (M)	14	10	24	0	24
	2 (T)	12	12	24	0	24
	3 (W)	15	9	24	0	24
	4 (TH)	12	12	24	0	24
	5 (F)	22	2	24	0	24
	6 (SAT)	14.5	9.5	24	0	24
	7 (SUN)	17.5	6.5	24	0	24
	8 (M)	18.5	5.5	24	0	24
	9 (T)	11	13	24	0	24
	10 (W)	11	13	24	0	24
	11 (TH)	15	9	24	0	24
	12 (F)	15	9	24	0	24
	13 (SAT)	14	10	24	0	24
	14 (SUN)	13.5	10.5	24	0	24
	15 (M)	11	13	24	0	24
	16 (T)	14	10	24	0	24
	17 (W)	16	8	24	0	24
	18 (TH)	11	13	24	0	24
	19 (F)	19	5	24	0	24
	20 (SAT)	15	9	24	0	24
	21 (SUN)	14.5	9.5	24	0	24
	22 (M)	12	12	24	0	24
	23 (T)	12	12	24	0	24
	24 (W)	15	9	24	0	24
	25 (TH)	14.5	9.5	24	0	24
	26 (F)	3	8	11	13	24
	27 (SAT)	0	0	0	0	0
	28 (SUN)	0	0	0	0	0
	29 (M)	0	0	0	0	0
	30 (T)	0	0	0	0	0
	31 (W)	0	0	0	0	0
		Total Personal Hours Used	Total School/Project Hours Used	Total Hours Tracked	Total Unused Hours	Total Hours Possible
		362	249	611	13	624

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