

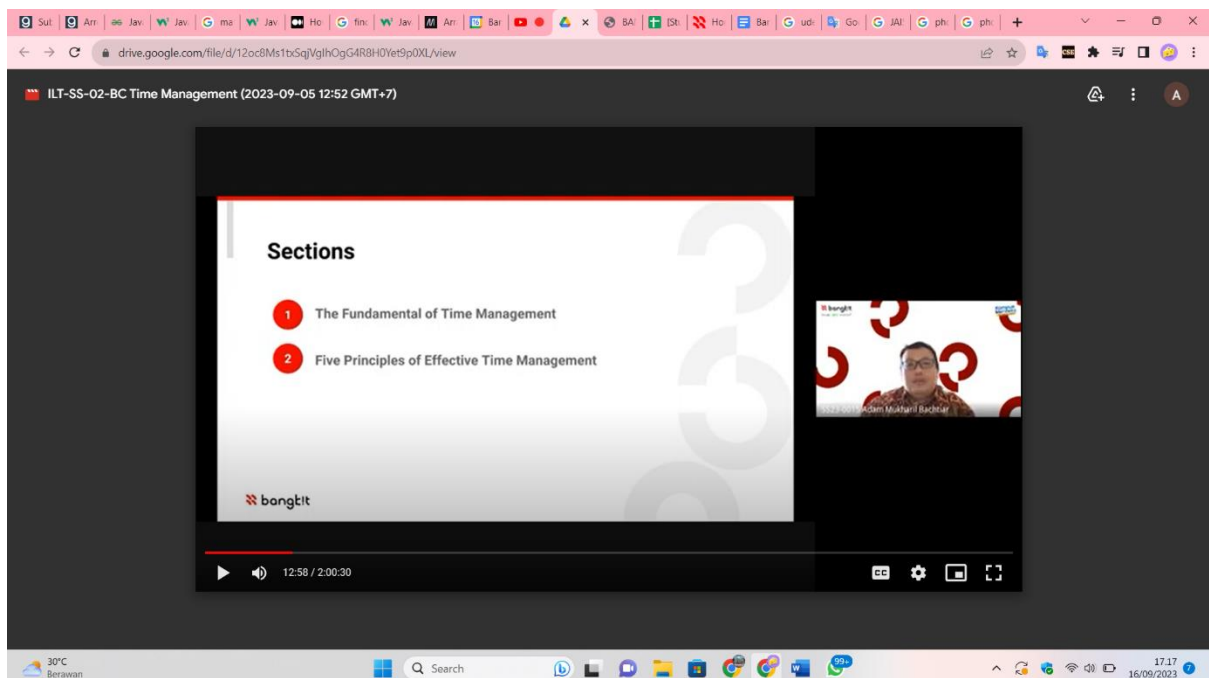
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ILT-SS-02-BC-Time Management

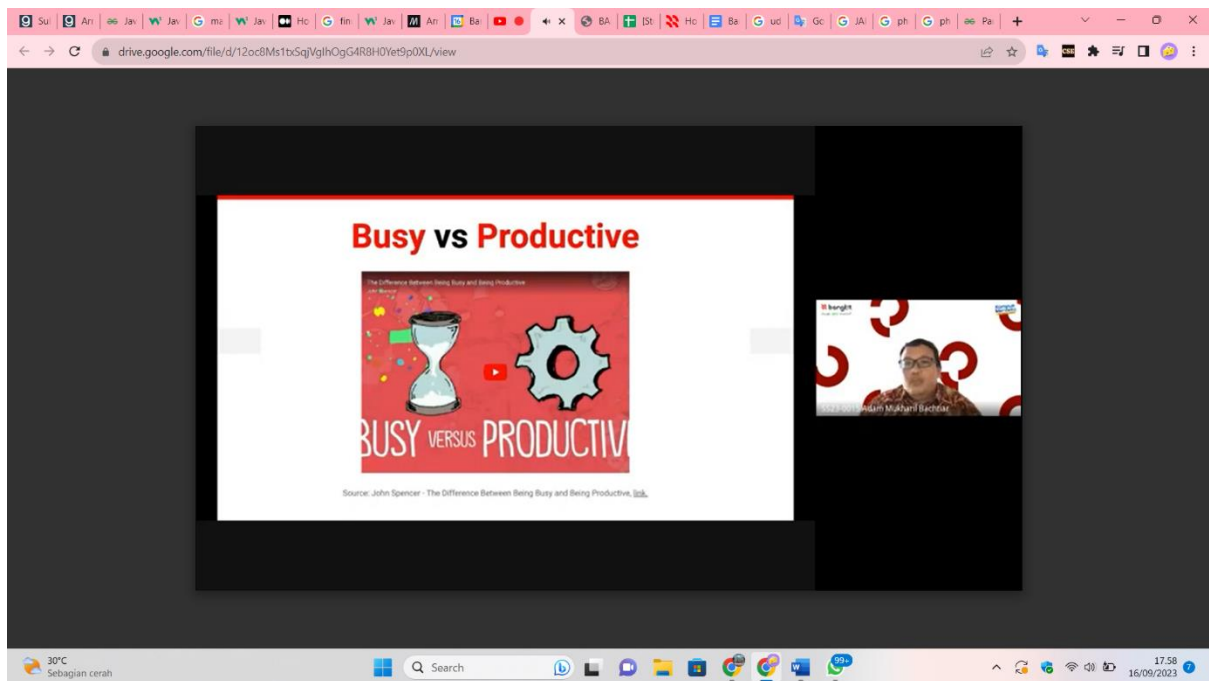
This abstract is intended to replace my attendance at the ILT-SS-02-BC session. This time ILT discusses one of the topics regarding soft skills, namely Time Management. The Instructor in this session is Adam Mukharil Bachtiar, he is a PhD . Candidate from JAIST (Japan Advanced Institute of Science and Technology).

What will be discussed in this section?



1. The Fundamental of Time Management
2. Five Principles of Effective Time Management

Busy vs Productive



productive = Will be focus 1 task at 1 times

Busy = several task at 1 times

The point is that busy is an activity where you do several things at one time and there is a possibility of stress because there are so many things to do, but we can easily prevent distraction from using social media, while productive is only doing 1 thing at a time which we can do. delve into this 1 thing, but we can definitely easily get distracted with social media

5 pillars of the time management

The screenshot shows a Google Drive video player interface. The video content is a presentation titled "The 5 Pillars of Time Management" by bangkit. The presentation slide displays five pillars in rounded rectangular boxes, each with a red circular icon above it: Discipline (top left), Prioritization (top middle), Focus (top right), Capacity planning (bottom left), and Agility (bottom right). The "Discipline" box is highlighted with a yellow background. The bangkit logo is at the bottom of the slide. To the right of the slide is a small video feed of a man speaking. The video player controls at the bottom show a play button, a progress bar at 28:41 / 2:00:30, and icons for settings, full screen, and share. The browser's address bar shows a Google Drive link. The Windows taskbar at the bottom displays the date and time as 18:12 on 16/09/2023.

1. Discipline = discipline in carrying out scheduled daily activities
2. Prioritization = have tool for collect prioritization that is a Four Quadrants of Time Management
3. Focus = How to organize yourself so as not to be distracted by social media when doing work
4. Capacity Planning = plan activities by making a schedule on Google Calendar and assigning colors according to the Four Quadrants of Time Management
5. Agility = determine priorities, be able to focus and make good capacity planning. But sudden changes can occur at any time, and we need to adapt to unpredictable scenarios.