

Time Tracker Project

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LINK TO SPARK

PAGE: <https://spark.adobe.com/page/TaVgXxRhd79Vq/>

About Time Tracker App

The Time tracker app was created to track and display the time taken to complete various assignments through the Project & Portfolio 2 course. The time tracker will help in the industry because it gives me a way to correctly display time spent on tasks that I will have to do every day in my career. The time tracker will help in the industry because it shows me the areas in which I need to improve on and cut my time down in. The issues I had were with creating the app itself. I struggled with making sure I was entering my data in a timely fashion and I had to overcome some time management issues. Due to COVID-19 I am working from home which makes my days run together. The line between school and work have very much been blurred. Working remote I needed to find a balance between School time and work time. The time management issues I faced this month were due to COVID-19. With the rate so high in Texas My job allowed us all to work from home. This inevitably ruined any time management skills that I had. I constantly found myself not wanting to get away from work and saying “I’ll be done just after this”. This was my main obstacle that I had to overcome this month.

Time Management and Working Remote Research

The Priority Matrix

(Eisenhower Matrix)

How important is the task?

High Importance

Low Importance

Action:
Do First

Action:
Do Next
(or schedule)

Action:
Do Later
(or delegate)

No Action:
Don't Do

High Urgency

Low Urgency

How urgent is the task?

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(2011-2020, 2020)

As humans there is never enough hours in the day to get a full to-do list completed. That is where time-management comes in. Time management is the skill of using your time productively and efficiently. A solution I found to this problem is the Priority Matrix. This allows you to break down tasks into different priority levels and complete tasks based on priority. The Priority Matrix solves issues of organization as well as giving a visual of all tasks that need to be completed.

Working remote requires extreme discipline and the ability to stay focused. A way to achieve this

discipline is setting guidelines for yourself to remind you that this is not a vacation. The top guidelines are setting the hours you are accessible to colleagues and making sure to stick to those set times. The best way to do this is to setup an out of office voicemail or email for the times that are between your clock in and clock out. Make to-dos at the end of every shift so the next day you are already walking in knowing what needs to be completed first.

The Data

The data being entered into the spreadsheet and database are entries into the Time tracker database. The data is entered in the order of the columns and is translated into its corresponding ID in the export sheet. The data is broken down into 7 columns in the spreadsheet each with a unique header. The headers include Calendar day, calendar date, the day of the week, the category in which the activity belongs to, the activity that was done and the time spent on said activity. The data is then categorized by those columns. For export the data is organized with an integer that reflects the ID number of the data. This makes it easier when importing into the database.

Two comparison I found interesting was while viewing the Tables were my most productive days and the amount of time spent per the 3 main categories School, Away and Relaxation. I found my

most productive days while examining the Time spent per Activity each day of the week table. It was very interesting top see that my most productive days were Monday and Thursday. I believed it would be Saturday and Sunday. The amount spent on my top 3 categories was scary and very interesting. Most of my time is spent away meaning it is spent at work. The next category where most of my time spent is School which is anything school related from reading assignments to seeking help. The last category where my time is spent is relaxation. This category is used for anything I like doing such as being on social media or using my camera.

Display Data

A	B	C	D	E	F	G
user_id	calendar_day	calendar_date	day_name	category_description	activity_descriptions	time_spent_on_activity
1	1	2020-06-04	Thursday	Converting SQL to JSON	Reading Assignment	0.75
1	1	2020-06-04	Thursday	Converting SQL to JSON	Coding	1.50
1	2	2020-06-05	Friday	Converting SQL to JSON	Thinking	1
1	2	2020-06-05	Friday	Converting SQL to JSON	Coding	1.5
1	3	2020-06-06	Saturday	Converting SQL to JSON	Coding	1.25
1	3	2020-06-06	Saturday	Converting SQL to JSON	Staring at Computer Confused	2
1	3	2020-06-06	Saturday	Converting SQL to JSON	Seeking help	1.5
1	3	2020-06-06	Saturday	Converting SQL to JSON	Debugging	1.75
1	3	2020-06-06	Saturday	Researched App Flowchart	Studying	0.5
1	3	2020-06-06	Saturday	Researched App Flowchart	Writing	1
1	3	2020-06-06	Saturday	Time Tracker App	Logging Activity Times	0.5
1	4	2020-06-07	Sunday	Researched App Flowchart	Doing Assignment	2
1	4	2020-06-07	Sunday	Converting SQL to JSON	Coding	2
1	4	2020-06-07	Sunday	Converting SQL to JSON	Uploading to FSO	0.25
1	4	2020-06-07	Sunday	Researched App Flowchart	Writing	0.75
1	4	2020-06-07	Sunday	Researched App Flowchart	Uploading to FSO	0.25
1	4	2020-06-07	Sunday	Time Tracker EER & Database	Doing Assignment	3
1	4	2020-06-07	Sunday	Time Tracker EER & Database	Uploading to FSO	0.25
1	4	2020-06-07	Sunday	Researched App Flowchart	Doing Assignment	3
1	4	2020-06-07	Sunday	Researched App Flowchart	Writing	0.75
1	4	2020-06-07	Sunday	Researched App Flowchart	Uploading to FSO	0.25
1	5	2020-06-08	Monday	Visual Story 1	Research	4
1	5	2020-06-08	Monday	Visual Story 1	Writing	2.75
1	5	2020-06-08	Monday	Away	At Work	8
1	6	2020-06-09	Tuesday	Converting SQL to JSON	Coding	1
1	6	2020-06-09	Tuesday	Away	At Work	8
1	7	2020-06-10	Wednesday	Visual Story 2	Research	2
1	7	2020-06-10	Wednesday	Custom App Flowchart	Thinking	0.5
1	7	2020-06-10	Wednesday	Custom App Flowchart	Staring at Computer Confused	1.5
1	7	2020-06-10	Wednesday	Away	At Work	8
1	8	2020-06-11	Thursday	Away	At Work	8

Data Entry Table (Roberts, 2020)

A	B	C	D	E	F	G
user_id	calendar_day	calendar_date	day_name	category_description	activity_descriptions	time_spent_on_activity
1	8	8	4	13	1	6
1	8	8	4	9	1	8
1	27	27	2	7	1	8
1	1	1	4	1	2	6
1	2	2	5	1	2	6
1	3	3	6	1	2	5
1	4	4	7	1	2	8
1	6	6	2	1	2	4
1	10	10	6	2	2	4
1	11	11	7	2	2	4
1	24	24	6	3	2	8
1	26	26	1	14	2	8
1	3	3	6	1	3	7
1	10	10	6	2	3	4
1	12	12	1	2	3	8
1	15	15	4	2	3	8
1	23	23	5	7	3	5
1	25	25	7	3	3	8
1	12	12	1	2	4	8
1	16	16	5	2	4	8
1	23	23	5	7	4	5
1	25	25	7	3	4	8
1	4	4	7	1	5	1
1	4	4	7	12	5	1
1	4	4	7	6	5	1
1	4	4	7	12	5	1
1	10	10	6	13	5	1
1	10	10	6	17	5	1
1	11	11	7	6	5	1
1	18	18	7	2	5	1

Data Export Table (Roberts, 2020)

Time spent per Activity each day of the week							
Row Labels	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At Work	2	24	24	24	16	16	4
Coding	3	2	1		1.5	1.5	4.25
Data Entry			2		3.5		
Debugging	2	2			2	1.25	2.75
Doing Assignment	8						
Logging Activity Times							0.5
On Social Media	1.5	2	2			2	
Reading Assignment	0.5	2	2	2	0.75		
Recording Video	1			1.25	2	2	
Research		4		2	2		2
Seeking help							10
Sick	24	24	24	24	24		
Staring at Computer Confused	0.75			1.5		1	2.5
Studying						0.5	0.5
Taking Test					8		
Testing	2	2				3.25	
Thinking					0.5	1	0.5
Uploading to FSO	1.75						2
With Nikon D5600	3					2	
Writing	3	3.75		2	1.5	8	1
Grand Total	52.5	65.75	55	57.25	59.25	38	21.25
							349

Productive Days Comparison (Roberts, 2020)

3 Main Time Spent Categories		
5	Away	230
6	Relaxtion	12.5
7	School	106.5
9		

Top Categories (Roberts, 2020)

The Database

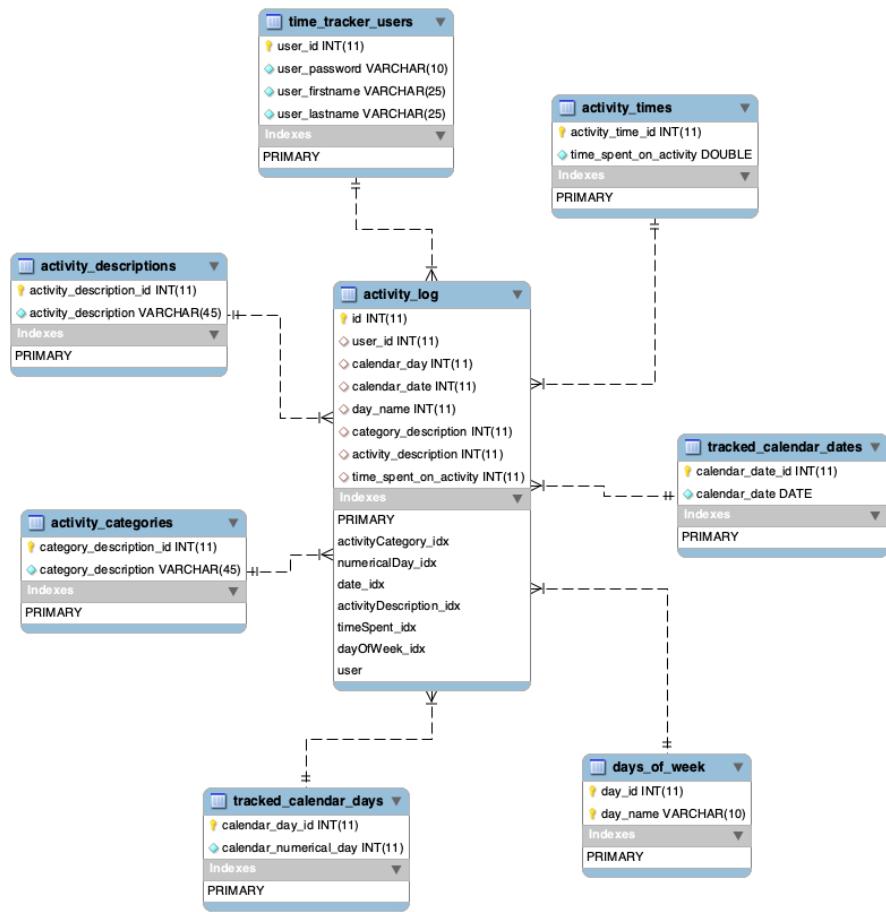
The database is set up into 8 tables. The main table being the activity_Log table. The activity_Log table pulls its data from all the surrounding tables. This is done by setting up primary keys on each surrounding table for the Activity_Log table. The time_tacker_users table is used to give each user of the app an id which is used to link their data. The activity_times table consist of .25 increments which equal intervals of 15 minutes up to 24 hours. The tracked_calendar_dates table consists of every date of the course from the first Monday the very last day of the course.

The days_of_week table holds every day of the week. Tracked_calendar_days is just a table of days counting from 1 to 28 to represent the 28 days of the course. The activity_categories table is a list of every possible category the activity could fall into.

The activity_descriptions is a list of every task completed this month. All the data is paired with a ID number which is sent to the activity_Log table.

The data is normalized by creating a lookup table in the spreadsheet stage and giving each main table a ID and string field. The lookup table is used for all data that will be repeated such as the entries into the app.

Display Database



Time Tracker EER Diagram (Roberts, 2020)

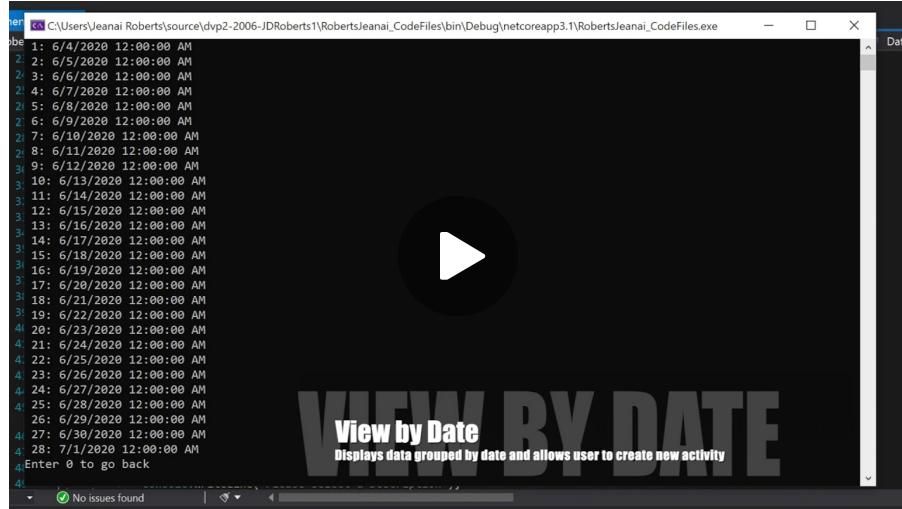
category_description_id	category_description	activity_description_id	activity_description
1	Converting SQL to JSON	1	Data Entry
2	Five Star Rating	2	Coding
3	Animated Bar Graphs	3	Debugging
4	Card Game	4	Testing
5	Repo	5	Uploading to FSO
6	Time Tracker EER & Database	6	Reading Assignment
7	Time Tracker App	7	Studying
8	Time Tracker Sprint 1	8	Thinking
9	Time Tracker Sprint 2	9	Staring at Computer Confused
10	Time Tracker Sprint 3	10	Writing
11	Time Tracker Visual Story	11	Looking for Images
12	Researched App Flowchart	12	Doing Assignment
13	Custom App Flowchart	13	Logging Activity Times
14	Custom App Code & Database	14	Recording Video
15	Custom App Presentation	15	Seeking help
16	Visual Story 1	16	On Slack
17	Visual Story 2	17	Through Google
18	Visual Story 3	18	On Zoom Meeting
19	Review Test	19	On Social Media
20	Week Review	20	At Work
21	Received Help	21	With Nikon D5600
22	Away	22	Research
23	Relaxation	23	Sick
24	Seeking Help	24	Taking Test
25	Career Module		

activity_time_id	time_spent_on_activity	day_id	day_name
1	0.25	1	Monday
2	0.5	2	Tuesday
3	0.75	3	Wednesday
4	1	4	Thursday
5	1.25	5	Friday
6	1.5	6	Saturday
7	1.75	7	Sunday
8	2		
9	2.25		
10	2.5		
11	2.75		
12	3		
13	3.25		
14	3.5		
15	3.75		
16	4		
17	4.25		
18	4.5		
19	4.75		
20	5		
21	5.25		
22	5.5		
23	5.75		
24	6		

user_id	user_password	user_firstname	user_lastname
1	password	studentFirst	studentLast
2	password	admin	admin
3	password	instructor	instructor

Various Tables in Database (Roberts, 2020)

The App



<https://youtu.be/Y0achgQy98A>

Time tracker app in Action (Roberts, 2020)

Solutions to Time Management

Moving forward I will be utilizing the priority matrix to serve as visual each week of everything I will need to complete. I will also set time blocks to make sure I am allowing myself time to relax and recharge. I will also work on requesting help earlier when I am having problems or trouble with an assignment.

References

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Credits:

Created with an image by Robert Katzki - "untitled image"