

launch _code

Lin, Education Operations Manager

June 15, 2017

Time and Task Management

for Immersive CodeCamp St. Louis



Challenges

- Procrastination: what we need to do is not appealing or satisfying
- It is difficult to make the priority
- Feel overwhelmed (Reading? Studio? Exercises? Assignments?)
- Can't complete what we started
- Get distracted easily
-



Objectives

- Use time to the best of our advantage
- Become more productive at getting things done
- End (some) procrastination



Write It Down



Write It Down

- Keeping things in your head leads to stress
- Release our brain from remembering what to do
- Instant gratification of crossing items out when they are done



Calendar

- Keep track of the overall workload
- Identify “holes” in your schedule when you can actually do stuff
- Help develop to-do list

To-Do List

- Small, manageable, and specific
- Add desired outcome where applicable
- Fluid - review every day



Lin's Calendar for This Week

launch_code

Search Calendar

Calendar

Today < > Jun 11 – 17, 2017

Day Week Month 4 Days Agenda More

CREATE

Mini calendar

My calendars

Lin Wang

Birthdays

Emails

Events

Reminders

Social Media

Other calendars

Add a coworker's calendar

Mentor Center Events

Adam Wilson

Caroline

Cheryl

Chris

Daniel

	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17
		RI Candidate Update E FB: FastCo article on BI TW: #MotivationMonday TW: Delmar Loop iNeigl	Monthly LC Newsletter FB: Invision Product Ma LinkedIn: Why Conferer TW: 80% of companies	1 reminder done follow up with Mark FB/TW: Things I like to	Fundraising Email (recu FB/TW: Closing the Gap	FB/TW/LinkedIn: Buildir	
GMT-05							
9am		9 – 5p CodeCamp MC Classroom	9 – 5p CodeC MC Classro	9 – 5p CodeCamp MC Classro	9 – 5p CodeCa mp MC Class m	9 – 5p CodeCamp MC Classro	
10am			9 – 12p Paul, L and Sam work remotely	9 – John D 9:30 – Com	9 – Abigail morris 10 – Company tea	9 – 10 Volunteer Managem	
11am				10:30 – Can		10:30 – Lau	
12pm					11 – 12p CodeCamp Class Planning	11:30 – Ann	
1pm					12p – 1p Intern Lunch & Blue 1647	12:30p – Jar	
2pm		2:30p – Lin		2p – Mel Gr	1p – 2:30p Pair with Jie (LaunchCode Candida 2p – 3p South Florida		
3pm			3:30p – Winter C			2:30p – 3:30 LC101 Completi	
4pm			4p – 8p Venture Cafe	4p – H M	4p – Code mp 4p – Wee Course 4p		

Tiana's To-Do List for Lin

- Small
- Specific
- Manageable
- Desired Outcome
- Fluid

CHARTIO Needs

	%	#	year	ever	LOC
PL Conversions		✓	✓	✓	✓
PL people of color *		✓			
PL women *		✓			
EDU class - women	✓		?	?	?
EDU class - poc	✓		?	?	?
PL ^{Previously} Unemployed					
PL no degree					
PL other degree					
PL CS degree					
PL Time to conversion (avg.)					
PL Time to promotion (avg.)				?	?
PL in which state					
EDU signup channels?	✓		?	?	✓
PL/Jobs signup channels?					
CE signup channels?					
EDU no degree	✓		?	?	?
EDU other degree	✓		?	?	?
EDU CS degree	✓				
PL totals (of applicants?) →		✓	✓	✓	✓
EDU unemployed	✓				
LGBTQIA placements					
LGBTQIA students EDU					
EDU Hub City Distro (circle)					

circle chart

only in conversion



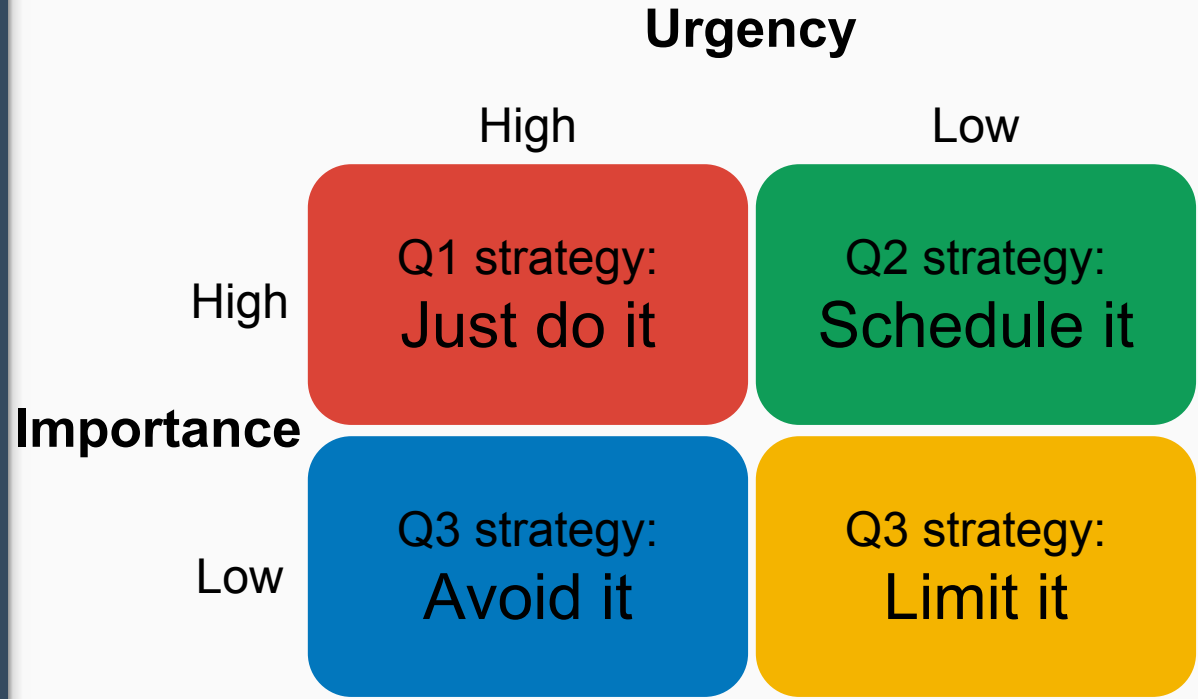
“What is important is seldom urgent and what is urgent is seldom important.”
- Dwight D. Eisenhower

Prioritize



Importance vs. Urgency

- Focus on Q2 for long term achievement of goals



Focus



Pomodoro Technique

- Great for groups and teams (pair programming)
- Planning and tracking are fundamental
- In planning phase, tasks are prioritized to estimate efforts
- In tracking phase, tasks completed are recorded, adding a sense of accomplishments



The technique uses a timer to break down work into intervals, traditionally 25 minutes in length, separated by short breaks. The interval spent working is called pomodoro. Four pomodoro form a set, after which a longer break is taken.



Temptation Bundling

- We can make it easier to perform a behavior that is good for you in the long-run by combining it with a behavior that feels good in the short-run
 - Exercise with eating ice cream
 - Coding with going out for lunch



Hofstadter's Law: It always takes longer than you expect, even when you take into account Hofstadter's Law.

Audit Your Time





Time Management



michelle

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Comment

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert table, insert chart, and other formatting options.

fx

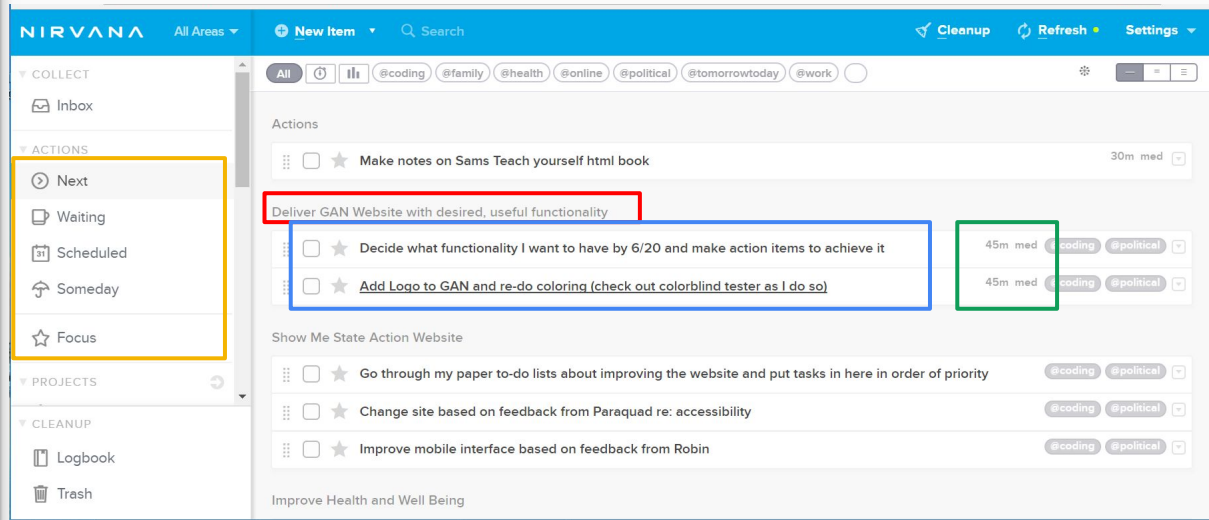
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1			Spanish Learning					English Learning	Programming Learning	Exercise	WeChat	Dining Out	Grocery + Cooking + Cleaning	Activities	Telephone + Chatting	Reading
2			Duolingo	Mango	Car Audio	Other	Daily Total									
40	5/29/2016	Sunday	30				30							210		
41	5/30/2016	Monday	30				30			120					45	
42	5/31/2016	Tuesday	34		27	16	77					130	110			
43	6/1/2016	Wednesday	28		27	3	58		30				15			
44	6/2/2016	Thursday	26		32	12	70									
45	6/3/2016	Friday	18		30		48				15	60				
46	6/4/2016	Saturday	20		25		45						45		15	
47	6/5/2016	Sunday	20				20			40		60		180	15	45
48	6/6/2016	Monday	27		28		55		60		45	60				60
49	6/7/2016	Tuesday	30		37	22	89		45	72					75	38
50	6/8/2016	Wednesday	23		42		65	100						220	60	32
51	6/9/2016	Thursday	29		37	15	81	50	15	25		180				27
52	6/10/2016	Friday	19		34		53				60		30	220		
53	6/11/2016	Saturday					0					120		360		
54	6/12/2016	Sunday	20				20					60			30	20

Apps We Like



Nirvasa

- Designed in response to the book *Getting Things Done*
- Good for people that are organized
- Categorize (orange)
- Separate projects (red) and tasks (blue)
- Manages both time and energy (green)



Crystal's WorkFlowy

- Great for organizing thoughts
- Can integrate to-do list (red)

- CoderGirl Buckets
 - Social Media and Marketing
 - Curriculum development
 - Application and class recruitment
 - Weekly Event Logistics
 - Intern Management
 - Mentor and Volunteer Management
 - Funding Grants and Strategic Partnerships
 - Events and Programming (Speaker Series, Workshops)
 - Needs
 - Goals
 - #TODOs
 - CoderGirl Sponsorship for the Speaker Series
 - CoderGirl Sponsorship for the workshops
 - Workshop application form
 - Tag items with #InProgress #Complete #Remember
 - Building and Cultivating Community
 - Long Term Planning and Expansion
 - Random
- Thursday
- Conference Talk Ideas



Emre's OneNote

- 1 Page for each day under plan notebook
- Separate meetings (red) and to-do tasks (blue)
- Prioritize tasks
- Separate official plans and random thoughts (green)

The screenshot shows a OneNote page titled "6/15 - Example" with a date and time stamp of "Thursday, June 15, 2017 9:52 AM". The page is organized into three distinct sections, each highlighted with a colored border:

- Daily Meeting Plan (Red Border):**
 - w/ Lin: Align on new placement team ChartIQ work
 - o Ahead of the meeting:
 - Create a draft of what the dashboard needs to look like
 - Bi-monthly candidate engagement review
 - Bi-monthly company engagement review
 - DOL meeting about our Seattle operation

Unexpected Developments

 - Our metrics around standard placement operation doesn't look great in May, need to figure out what happened.
- Task List (Blue Border):**
 - Today
 - o Morning
 - 2 Create a sample of my task list for Lin to show people
 - 3 Resolve placement team strategic issues
 - o Get clarity on when the tech team will deliver
 - o Review the team's goals for next months
 - 1 Prepare the budget for our new Tampa operation
 - o Afternoon
 - Portland office
 - o Connect Portland grant partners with Lisa to start doing end-of-unit reviews
 - o Talk to Austin/Ethan to make sure that company commitments data to be sent with monthly meetings
 - Respond to Google folks
 - o Synthesize what I achieved today
 - Later
 - o Follow up on what's happening with CoderGirl's long-term strategy
 - o Talk to Seattle folks about how to get more of our grant forms filled out
 - o ...
- Unrelated thoughts about life (Green Border):**
 - My car started making weird noises. I should probably figure out what my warranty would cover.
 - Lin is weird!



If You Have Kids...

- Grab scraps of time
 - Watch short coding tutorials while cooking
 - Read a few pages of textbook while watching kids play in the playground
 - Listen to recorded lectures in the car - great for reviewing concepts
- Be prepared
 - A programming book in every room in the house
 - A playlist of video tutorials ready in your computer
- Get as much done as possible while kids are awake so that you can practice coding when they are asleep





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