

Open-Source Coding: OPSC7311

POE Part 1: Research

The TVA:

1. Naiya Haribhai – ST10033475
2. Vikhayle Sewnundan – ST10083666
3. Leighche Jaikarran – ST10033808
4. Tanya Govender -ST10032085

Introduction

Productivity is less about what you do with your time. And more about how you run your mind – Robin Sharma. The following document explores 3 software solutions that aim to provide tools that manage your time, so you can focus more on running your mind. The 3 software solutions discussed below are called Toggl Track, Timely and RescueTime.

Toggl Track

Overview:

Toggle track is a flexible time tracking tool for business and personal needs. Toggle Track incorporates different types of useful features that aid users; including time reporting, time billing and project tracking. Toggle track allows users to accurately track time spent on projects and provides insight into productivity of individuals and teams. Toggle track combines project management, invoicing and optimised workflow to create a versatile application, providing users with much more than just a basic time tracker. This is ideal for all types of users ranging from freelancers to project managers, allowing for easy and accurate timekeeping. (Toggl Track, 2024).

Figure 1.1 below displays the Time tracking functionality of Toggle Track, which allows users to start a timer for a new activity (Toggl Track, 2024). Figure 1.2 below shows a customizable report generated by Toggle Track for this user (Toggl Track, 2024). Figure 1.3 below depicts the Pomodoro Timer functionality offered by Toggle Track. It allows the user to select an amount of time, enter what they are focussing on, and start a session (Toggl Track, 2024).

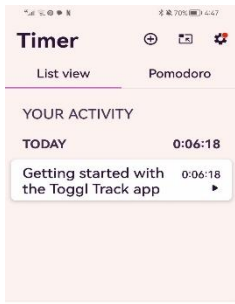


Figure 1.1

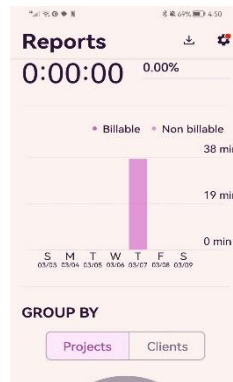


Figure 1.2

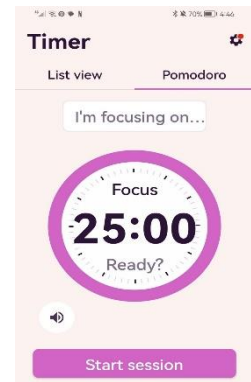


Figure 1.3

Strengths:

- **FREE extensive time tracking features:** the free version of toggle track offers comprehensive time tracking features unlike other time tracking apps that require a subscription to access effective features (Toggl Track, 2024).
- **Ease of use:** Toggle track has an intuitive and user-friendly user interface. Users can easily navigate this application, add tasks and make use of different features without difficulty. Toggle track allows users to easily start timers, track tasks or manually enter in projects. (ClickUp, 2024).
- **Comprehensive integration:** Toggle track allows you to connect to various solutions such as GitHub, Asana, Slack, Outlook, and many more. (Toggl Track, 2024).

Weaknesses:

- **Manually tracking tasks:** users are required to manually track their time when using toggle track, whereas similar applications are capable of automatically tracking time spent on tasks. (ClickUp, 2024).
- **Offline sync issues:** users can track tasks while offline, however internet access is still required to sync offline data across devices. This is inconvenient if work is frequently done offline. (ClickUp, 2024).
- **Inability to handle multi-project complexity:** toggle track can track small-scale projects but is unable to manage multiple complex projects simultaneously. This causes issues with time entries when a user tries to scale up their projects. (ClickUp, 2024).

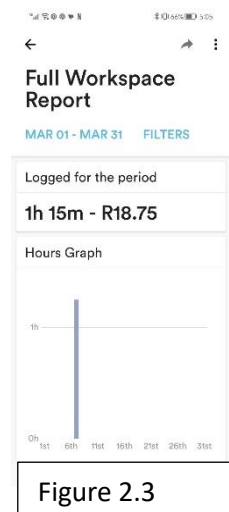
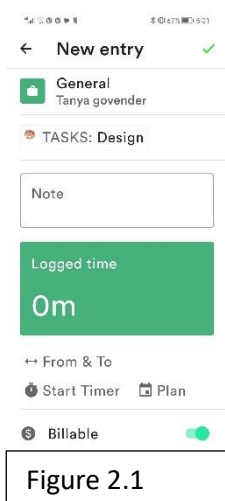
Innovative features:

- **Customisable reports:** Toggle track can generate reports according to user needs. Toggle track makes it easy for users to analyse their time entries, tasks and projects, to identify patterns. This allows for increased future productivity and better-informed decision making. (Toggl Track, 2024).
- **Pomodoro timer:** Toggle track incorporates an idle time detection tool and pomodoro timer that keeps users focused, promoting productivity. (Toggl Track, 2024).

- **Toggle Hire:** Toggle track allows users to make use of this skills assessment platform. This allows HR leaders within an organisation to set up automated hiring processes, that are data driven. This allows the organisation to innovate; saving time and reducing bias. (ClickUp, 2024).

Timely

Overview: Timely is a time-tracking software that automates logging work with minimal human input, promoting productivity and succinct results (Hales, 2024). Suggested users of Timely are freelancers, large, medium and small businesses, non-profit organizations and governmental organizations as time can be tracked with various hourly rates to generate personalized billing reports (Hales, 2024; GetApp, 2024). Figure 2.1 depicts the time tracking functionality which can be assigned a specific task and whether or not they would like this work time to be billable, i.e. the task is “Design” and “Billable” is selected (Timely, 2024). Figure 2.2 displays a dashboard that displays all the users’ projects – namely “OPSC POE Part 1”, “OPSC POE”, “General”, etc (Timely, 2024). Figure 2.3 shows the combined time logged for all the user’s projects and the amount that the user will bill their customers (Timely, 2024).



Strengths:

- **Integration:** Timely can collaborate with: GitHub, Microsoft Outlook, Microsoft Teams, Clickup, Todoist, Jira, Zapier, Gmail, Trello, Harvest, Toggl, Zoom, Microsoft 365, Google Calendar and Asana (GetApp, 2024).
- **Cross-platform usability:** Timely is available on MacOS, Windows, AndroidOS and iOS (GetApp, 2024).
- **Billing and Reporting:** Timely can generate customised reports according to billing rates and billing periods determined by the user (GetApp, 2024).

Weaknesses:

- **Language:** It is only available in English (GetApp, 2024).
- **Pricing:** This application offers a 14-day free trail, thereafter Timely's subscription starts at \$11 per user per month (unlike most other partially free timesheets) with only selected features on the \$11 plan, while all features are available on the \$26

monthly plan – making this app something that not many start-ups would consider (GetApp, 2024; Timely, 2024).

- **Standard time tracking features:** Timely doesn't offer some of the baseline features that other timesheets do, namely, offline tracking, task progression, leave tracking and workflow management are not features that are available on Timely (GetApp, 2024).

Innovative features:

- **“Creep-proof”:** Timely states that they are “creep-proof” as they doesn't utilize screenshotting or keyboard monitoring, which many time-tracking applications do make use of, making Timely an app employees enjoy using as they do not feel like they are being micromanaged (Hales, 2024; GetApp, 2024).
- **AI integration:** Timely uses an AI to track and log details of what you're working on in your work day as the AI acts as a “personal assistant” that keeps track of everything for you, so you don't have to (Timely, 2024).
- **People Dashboard:** Timely provides a real time visual of all activities of each team member (including logged time and remaining time) for a desired time period (Qureshi, 2023).

RescueTime

Overview:

RescueTime is a time management assistant that tracks device activity in the background and doesn't need user input. It has a rating system through which users can categorize applications, websites, and programs for a better understanding of how they use their time (Qureshi, 2023; GetApp, 2024).

Figure 3.1 displays the time tracking functionality offered by RescueTime where users can enter in the task name and stop the timer once completed (RescueTime, 2024). Figure 3.2 shows the total amount of logged time (RescueTime, 2024). Figure 3.3 depicts a rating scale used by RescueTime to develop the productivity meter (RescueTime, 2024).

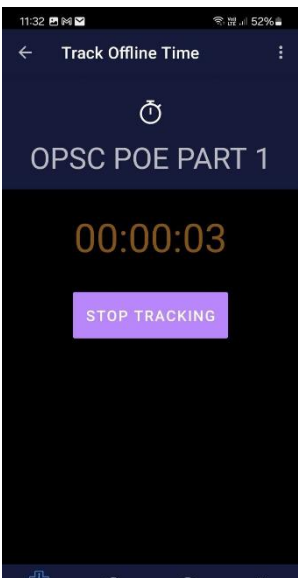


Figure 3.1

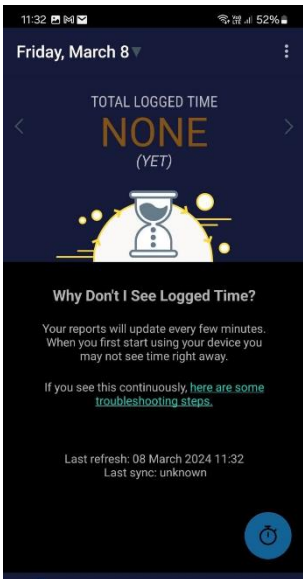


Figure 3.2

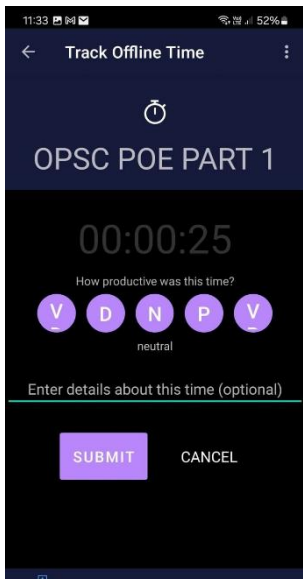


Figure 3.3

Strengths:

- **Focus Time:** RescueTime allows users to set a timer during which it blocks out websites or applications that are distracting and displays a motivational quote (Qureshi, 2023).
- **The user can customize their goals:** Aside from team goals, the user can also set goals for themselves (Qureshi, 2023).
- **Customised Reports:** Customizable reports can be generated for each user's productivity, including the amount of time spent on each task and what exactly was done (Qureshi, 2023).

Weaknesses:

- **Lack of comprehensive features:** RescueTime has limited features compared to similar applications, making it hard for users to manage their time effectively, negatively affecting productivity. (Jibble, 2023).
- **Defective Mobile App:** The RescueTime android app is very poorly designed, often glitching and becoming unresponsive. Leading to inaccurate data and tasks being recorded. Occasionally users are unable to log tasks, or tasks are added by the user but are not recorded. This negatively affects the productivity of the user as well as leads to frustration. (RescueTime, 2024).
- **Poor User Interface:** The UI for the RescueTime application can be difficult for users to navigate. This UI is outdated and ineffective, causing frustration and loss of focus. (Jibble, 2023).

Innovative features:

- **Automatic activity tracking:** RescueTime can track all the user's computer or mobile activity it is installed. It does not require users to track tasks every time a new task is started. This ensures that all tasks done by the user are tracked and no time is wasted manually tracking. (Jibble, 2023).
- **Focus sessions:** RescueTime allows users to engage in productivity sessions free from distraction. RescueTime can block out other apps, programs, etc. specified by the user for a given period. Allowing for uninterrupted focus and increased productivity. (Jibble, 2023).
- **Productivity meter:** RescueTime calculates the productivity score of a user for a given period, based on the productivity rating previously given to each activity, ranging from very distracting to very productive. This calculation is shown to the user on a donut graph. (Jibble, 2023).

A Visual comparison of Toggle Track, Timely and Rescue Time

(Infographic)

Please see attached PDF if needed. (Timely, 2024). (ToggleTrack, 2024). (RescueTime, 2024). (ClickUp, 2024).

TOGGL TRACK, TIMELY AND RESCUETIME

Which is the best?

What are they?

TOGGL TRACK 

Toggle Track is a multipurpose productivity software that assists with admin, planning, project management, tracking and hiring; all with a powerful and intuitive user interface

 (Toggle Track, 2024).

TIMELY 

Timely is an AI-backed time tracking software, automating documentation of work, tracking of goal progression and generating billing reports

 (Timely, 2024).

RESCUE TIME 

RescueTime is a time tracking program that logs progress of goals without the need for any human interference, it simply tracks the websites, apps and documents that a user accesses

 (RescueTime, 2024).

What do they have in common ?



TIME TRACKING

Toggle Track, Timely and RescueTime all allow users to track their time by logging the amount of hours that they have been working for and the details of what work they have been doing (Toggle Track, 2024; Timely, 2024; RescueTime, 2024).



CUSTOMIZED TIME REPORTS




Toggle Track, Timely and RescueTime all generate custom time reports for users, allowing the user to choose a time period, a goal and users they would like to include (Toggle Track, 2024; Timely, 2024; RescueTime, 2024)



FOCUS SESSIONS

Toggle Track, Timely and RescueTime all allow users to engage in focus sessions, by letting the user choose how long they would like to work for and by blocking out distractions (Toggle Track, 2024; Timely, 2024; RescueTime, 2024)

What are their differences ?

Difference	Toggle Track (Toggle Track, 2024)	Timely (Timely, 2024)	RescueTime (RescueTime, 2024)
 UI and UX	✓ Toggle Track has a user friendly UI that is easy to navigate. It provides a positive user experience.	✓ Timely has an aesthetic user interface, however it can sometimes be hard to navigate, which may cause frustration.	✗ RescueTime's user interface is hard to navigate and often unresponsive. This creates a negative user experience and leaves users frustrated.
 Pricing	✓ The free version of Toggle Track offers comprehensive time tracking features unlike other time tracking apps.	✗ Timely only offers a 14 days free trial. After which a user has to pay a subscription starting at \$11 per month to access any features.	✓ RescueTime offers a 14 day free trial after which a user has to pay \$6.50 per month, however a free version is available but only offers very limited features.
 Features and Functionality	✓ Toggle Track offers extensive time tracking features that function well. In addition to this Toggle track offers ToggleHire- an automated hiring platform	✓ Timely offers users standard functionality and features. Timely doesn't offer some of the baseline features that other time tracking software solutions do.	✗ The functionality of RescueTime's mobile app for android is extremely limited. Most features are inaccessible, and the few that are accessible work ineffectively.

The best features to be include in our application:

- **FREE Extensive time tracking features:** Toggl track offers some of it's time tracking features for free, whereas most apps require a monthly subscription fee, we would like to implement this free version as it would help to reach as many users as possible (Toggl Track, 2024).
- **Pomodoro timer:** Toggle track has a pomodoro timer that provides the user with short breaks to keep ensure maximum focus, we'd like to incorporate this feature as it is a popular method that assists users. This feature can help up reach not only working professionals but also students. (ClickUp, 2024).
- **Ease of use:** Toggle track has an intuitive and user-friendly UI which can be navigated easily letting users easily start timers, track tasks or manually enter in projects – we would like to integrate an intuitive UI into our application so users can easily navigate it, which would engage more users as they would not have to learn how to use the UI, reducing frustration and increasing the use of our application (Toggl Track, 2024).
- **Generating customisable reports:** Toggle track can generate reports according to user needs; allowing them to review their time entries, tasks and projects, identify patterns in their work. We want to integrate this feature as it allows users to measure their performance and monitor productivity. (ClickUp, 2024).
- **Customized user goals:** RescueTime allows users to set their own goals along with team goals, we would like to implement this feature as allows users to easily achieve their goals and stay motivated. This feature can help the application reach a wider audience and engage individual users and teams. (Qureshi, 2023).
- **Productivity meter:** RescueTime allows users to rate each task according to a productivity scale. This is then used to calculate the productivity score for a user. We would like to implement this feature as it would allow users to better manage their productivity. Allowing them to identify key areas that need change to improve future productivity. (Jibble, 2023).

Conclusion

In conclusion, each of the above discussed application promote unique features that are meant to be assist users with automation and documentation, this can be seen in Toggl Track's various tracking focuses which one can 'Toggl' between and in Timely's AI-backed automation that is always timely, however RescueTime's android application doesn't seem to actually rescue your time, in our design we prefer to not implement any of RescueTime's bug-riddled issues but incorporate the best and most useful functionality of all 3 of the applications (Timely, 2024).

A Visual comparison of Toggle Track, Timely and

Rescue Time (Infographic)

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