**10 Academy cB : Week 2**

**Careers - Exercise 2**

**Time Management**

**Due Date: Thursday, 2th May 2024, 10AM UTC**

**Background**

Today is a typical Thursday at work, and you have a list of tasks that need to be completed before the day ends. You start your day at 8:00 am and finish at 5:00 pm. Review the tasks you need to accomplish; **remember, you don't have to complete everything today, but you must finish 11 of the tasks.** You can address the remaining tasks the following day.

**Series of Tasks**

1. Attend the daily stand-up meeting at 8:00 am, which lasts for 30 minutes.

2. Fix a bug for a client who has been complaining for over a week.

3. Train an intern who has encountered a blocker in their code that’s hindering them to continue their work.

4. Onboard a new team member who started on Monday and is still unclear about their responsibilities.

5. Meet with the marketing team to share the data they requested last week and need to use them today.

6. Submit the management update report for yesterday's deployment.

7. Attend a one-hour webinar relevant to your current projects, although the recording will be available the following day.

8. Prepare a 30-minute presentation for a stakeholder meeting scheduled for 2:00 pm.

9. Your colleagues requested to have lunch with you by 12:00 pm.

10. Respond to emails from other departments requesting technical support.

11. Participate in an online conference call with a potential software vendor at 1:00 PM (note that you are not presenting).

12. Check in call with your remote team members about their progress on various tasks.

13. Coordinate with the QA (Quality Assurance) team to test new features added last week.

14. Schedule a team meeting for next week to discuss upcoming project milestones.

15. Analyse user feedback on a newly deployed app received through the customer support portal.

16. Plan and organise the team's participation in an upcoming tech conference that is happening in two weeks.

**Exercise**

1. Distribute your chosen 11 tasks into 3 columns; High Priority, Medium Priority and Low Priority and then explain why you put a certain task in that priority column.
2. Plan Your Day: Using Google Calendar, schedule each task of those 11 taks, allocating specific today’s time blocks (8am to 5pm) based on their priority and deadline. Then, take a screenshot of the schedule and add it in your PPT.
3. You have the remaining 5 tasks which you decided **to not** work on today. Please explain why you chose to not work on each one of them today.
4. From the time management strategies shared in the Tutorial, which one did you choose to use while doing this exercise, and why?
5. What reflection do you have on your experiences from this exercise, particularly focusing on how you managed your time during the day.

**Submission**

Create a 7 slides maximum presentation containing the answers to the exercise above, then **convert it to a PDF format for submission on Tenx.**

**Note: While submitting on Tenx, Please submit a PDF format of your presentation.**

**Rubrics**

1. **Task Prioritisation:** In this question, trainees are required to categorize the given tasks into three priority levels: high, medium, and low. **Grading will focus on** whether they justified their decisions based on factors such as urgency, importance, and deadlines, demonstrating strategic thinking and decision-making skills.
2. **Task Allocation on Google calendar:** Trainees are required to use Google Calendar to schedule each of the 11 chosen tasks into specific today’s time blocks, considering their priority and deadline. **Grading will look** on if the schedule is realistic, well-organized, and clearly labeled for easy reference.
3. **Strategic Decision Making:** Trainees are asked to explain why they chose not to work on each of the remaining 5 tasks on the given day. **Grading will focus** on their justification of their decisions based on strategic considerations, task dependencies, and overall priorities, demonstrating effective decision-making and communication skills.
4. **Time Management Strategy:** Trainees are required to identify and justify the time management strategy they chose to use during the exercise. **Grading will look at** whether they explained how this strategy was applied and its effectiveness in managing their time effectively throughout the task prioritization and scheduling process.
5. **Reflection on Time Management:** Trainees are asked to reflect on their experiences managing their time during the exercise, focusing on insights gained, strengths and weaknesses identified, and implications for future time management practices. Grading will look on whether they provided thoughtful reflections that demonstrate self-awareness and a commitment to continuous improvement.

**Usefulness in life**

Effective time management is essential for meeting deadlines, prioritising tasks, and maintaining productivity without feeling overwhelmed. By engaging in this exercise, trainees learn to allocate their time wisely, handle multiple tasks, and respond flexibly to unexpected challenges. Additionally, these skills are transferable across various domains beyond work, including personal life management, where balancing multiple responsibilities is key. Therefore, this will serve as a practical tool for developing competencies that improve organisational outcomes and personal effectiveness in managing daily demands.