DATA ANALYTICS PROCESS

ASSIGNMENT 1

MUSKAN BANSAL

**PLANNING A TIME-TABLE AND ROUTINE.**

**Plan**

**I will first decide what are all my priorities and what all things I need to accomplish in the longer run. As well as what I need to do for my short term goals.**

**For example, currently my focus in on my mental and emotional health. My studies and getting a decent job for which I also need to learn the relevant skills. I also need to study for the final semester exams and work on my final year project. Apart from that I also need to focus on my physical health and eating habits else I get sick easily.**

**Prepare**

**Now, that I know all my priorities for now, I need to understand how much time I am left with before my exams start, how much time I am left with to submit my final year project, how much time I have before the placement drive begins. I also need to manage my menstruation cycle as sometimes it can be a hinderance. So organising my desk, selecting all the courses and stufy material. Going through my syllabus for the exam and talking to my professors about my final year project to understand it better. I will also talk to my parents so that I can make sure I eat at least one fruit a day and stop munching on junk. I will make sure my study table is clean and no hinderance from any other activity. Deleting social media applications that distract me and talking to people who help in my growth. Setting an alarm clock so that I wake up early and do yoga, writing journal before sleeping to keep track of all my daily activities.**

**Process**

**Now, that I have planned my priorities and have some understanding, I can discipline myself and set a better routine so that I achieve my goals.**

**6:00 AM : I get up, wash my face and go for a run. This helps me stay fit and helps me mentally and emotionally.**

**8:00AM : I do 10 minutes of meditation and breathing exercises which is good for my eyesight and focus. I then do 30 minutes of yoga as it will relax my body after coming from a run and helps my muscle to regulate well.**

**9:00 AM : I now sit, by this time I aim that I have had at least 2 glasses of water as I get sick and my family doctor always advice me to drink more water. I read my to do list and start studying.**

**12:00 PM : I shower and take a break to eat. At this time mostly I watch something on netflix or prime or I read as I love reading.**

**1:00 PM : I again go back to study. I take breaks.**

**6:00 PM : By this time, my mind is fried and exhaused so I sit and do nothing, sometimes I make myself sandwitch and check my notifications or play sudoku.**

**7:00 PM : Since I love to go gym, but lately I have been lazy. I go to gym when I am not lazy and there I do as I am told by my trainer or sir there, my favourite is legs and dead-lifts.**

**8:30 PM : By this time, I finish all my exercises and come back home. I rest and chug 2 glasses of water. My aim is to at least have 8 glasses of water by the end of day and by 9PM I am already down to 6 glasses of most days. After resting for about 15-20 minutes I go and shower.**

**9:30 PM : I now have dinner with my family and spend time with my parents, my brother lives in US and my parents miss him a lot so I make sure to spend some time with them at least.**

**10:30 PM : On good days I again sit and study, however mostly I watch prime or read and if not that I write, I love writing. I also started a blog recently and I try to stay active with my writing and if I don’t have any idea rolling in my head I talk to my friends.**

**Before sleeping : I try to sleep early so that I can get up at 6 in the morning, before going to bed I write my study plan and what all topics I should be covering according to my priorities, I brush. Sometimes moisturies since I got dry hands, chug another glass of water and sleep.**

**Analyze**

**The above process is ideal, however on most days I slip but I keep trying, when I skip a topic that I should have studied, I keep that one for weekends if I don’t have plans with my family or friends. When I am on my periods, I skip waking up early and going for a run, I also make sure to eat more during my mensturation. I need to keep check on my protein intake and water intake well to function well overall. As when I eat and drink well, and when I sleep well, I exercise well which regulates blood flow and helps me focus on my studies so I study and learn well too. I understand, I am not perfact and a lot of times I slip as I make this routine a bit challenging for myself however my goal is to optimise my day in a way to gain maximum outputs, I take rest when my body or mind asks me to. Understanding and listening to ones body is necessary.**

**Share**

**I also communicate my plan with my parents, trainer/sir and close friends so that when I slip or feel bad, they are there to motivate and help me through. My mom makes sure I eat fruits and have enough protein in my diet, a lot of times I educate her about the nutrients as well. My dad makes sure I am well and always asks me about my day after coming from work and help me guide when needed, My trainer make sure I am physically well and he helps me maximise my muscle gain however I consider mysekf weak and I get sick pretty easily. My close friends help me stay focus and I do same for them.**

**Act**

**Now, that I have done all the steps, the only thing is to act upon it as planning without execution is of no use.**

**Final Thoughts: This assignment was not just an assignment for me. I wrote genuinely as this is what I mostly do. The assignment however did help me analyse my routine better to maximise my day.**