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**MANAGING INDIVIDUAL CAPACITY APPLICATION: ROLE OF
PRODUCTIVITY TOOLS IN ACADEMIC AND SELF-DEVELOPMENT
CONCERN**

A Research

Presented to the Faculty of the
Polytechnic University of the Philippines
Quezon City

In Partial Fulfillment of the Requirements for the Degree
Bachelor of Science in Information Technology

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BSIT 3-1

2022



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APPROVAL SHEET

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We have reviewed the Code of Ethics and affirm that this research will conform to the ethics code, particularly with respect to:

- Informed Consent to Research
- Offering Inducements for Research Participation
- Deception in Research
- n/a Debriefing
- Reporting Research Results
- Plagiarism

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ABSTRACT

Title : Managing Individual Capacity Application: Role of Productivity Tools in Academic and Self-Development Concern

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Degree : Bachelor of Science in Information Technology

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Managing time and staying productive are common problems in the community these days; and the use of technology and techniques such as To-Do List and Journaling applications become extremely important to lessen the burden of managing tasks and scheduling. Primary categories dealt in this research are productivity management, self-development process, journaling techniques, and methodologies. Individuals from varying age, ranging from high school students to adult employees use manual applications such as 'To-Do List' and 'Journaling' schemes which lack some features and functionalities and sometimes unable to provide a set of reflective questions that will help users to brainstorm ideas for journaling

Researchers developed a productivity tool that is accessible using their desktop computers and laptops. *Synergize Productivity Tool* was used to produce a To-Do list and Journaling application with a set of reflective questions. First, the researchers draw out primary and secondary data from the internet. Then, after the removal of irrelevant



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data, such as unnecessary information, selection of important data ensued. Lastly, the application of Synergize Productivity Tool by the respondents is analyzed.

Based on the findings, the developed system's features were usable, useful, dependable, and effective. The users can keep track and jot down their tasks and suggestions in real time. It sped up and shortened their decision-making process, allowed them to make more relevant decisions, and enabled them to anticipate future personal scenarios.

Herein, results show that Synergize Productivity Tool can be used for enabling one's productivity. The developed system is recommended to users as it helps them to easily track goals, list tasks, and generate new ideas by using the application.



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ACKNOWLEDGEMENTS

The researchers would like to express their sincere gratitude and heartfelt appreciation to God Almighty, who gave clarity of mind, strength, courage, determination, and resources for the completion of this research. Also, to the following individuals who have all contributed in some way to the success of this endeavor:

Dr. Rosicar E. Escober, research professor, who generously shared her expertise during the study, for encouraging the researchers, and guiding them throughout the process;

Panelists, for sharing their time and expertise to provide constructive criticisms to enhance the proposed system and paper works;

Marc Jose, a colleague of the researchers, for sharing his time and knowledge in coming up with concepts and constructing the proposed system;

The respondents of this study, for sharing their time to accomplish survey questionnaire as well as providing suggestions and feedbacks to develop the prototype; and

Their families and friends for the constant support, financial assistance, and understanding they have given throughout the process of this undertaking



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CHAPTER 1

THE PROBLEM AND ITS BACKGROUND

Introduction

 Many people seem to be confused on how they will organize their day-to-day life. Others on the other hand have employed different techniques to organized tasks like using a piece of paper and a writing pen to change one's lifestyle. Since people tend to list the important things, people do techniques like listing the things they need to buy in the grocery store, tools they need, equipment they must buy in the hardware store and so on. A significant study from an Eastern European psychologist named Bluma Zeigarnik posited that an actual plan can reduce burden on the brain by freeing it from unfinished tasks. Unfortunately, not all people could keep that piece of paper in their pockets or bags that may cause disorganization (Schrager, 2016).

 Nowadays, people are obligated to embrace the "New Normal" as they face the pandemic where work, conferences, classes, and other interactions take place differently. Schedules, deadlines, and activities are difficult to organize and manage, especially when it comes to asynchronous and synchronous classes, since no one was truly ready for any of these but must cope with the current situation.

In asynchronous classes where there is no live interaction between the teacher and students, the number of homework, quizzes, and tasks for every subject continues to pile up.

 This made things harder for the students to manage and organize tasks and eventually overwhelmed them as they deal with a heap of paper works. With this serious concern and increasing pressure, many students lose track of the things they needed to do. As their deadlines approach, they panic, get burnout, and rush things while compromising the quality of their work.



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 Over the course of time, developers have created electronic applications that will enable the users to list the important things with ease and save it for later use without having the doubt of losing it. In this study, the researchers examined how can people manage the stress from their workloads more effectively if they have tools that support them mentally.

This study aimed to modify the existing productivity software, a To-Do list application. Using Python, the researchers added a journaling feature to help the users have a clearer vision of their objective/s daily and prevent mental clutter. This modification and development of the system was necessary for the general industry to build a productive working environment for the user and help them organize their schedule.

Theoretical Framework

Stress can be a limiting factor for one's productivity as it affects a person's motivation and mental state, especially during these trying times when stress is at an all-time high (Ahmed & Ramzan, 2013). Stress can have a negative effect on an employee's job performance, but some researchers suggest that there is a need for a "healthy" amount of stress in our lives to help keep us right on track.

In Jeyarai's (2013) study on occupational stress and its impact among teachers, he has found that when there is "too little" stress, productivity decreases as there is no motivation to work properly in a low-stress environment. Likewise, when people are too stressed, they tend to be more distracted and can't give their job the necessary attention needed. However, there exists a "Just right" goldilocks level of stress where it is perfectly manageable.

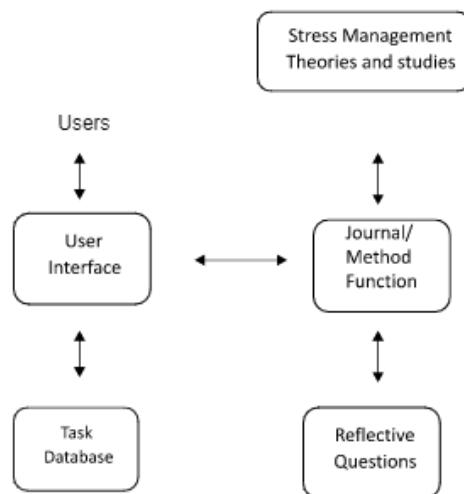
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This study coincides with the Yerkes-Dodson law, established by psychologists John Dillingham Dodson and Robert Yerkes(1908). According to the Yerkes-Dodson law, performance rises in response to physiological or mental stimulation (in this case, stress), but only up to a point, because performance lowers when arousal levels are too high. This only means that proper stress management can affect productivity and the use of the Yerkes-Dodson law as a guide for this study fits the context of this study.

The figure below is the suggested implementation of the To-do list Application based on the initial findings and research of the researchers. A To-do list application is the productivity software of choice because of its ease of use and commonality. By sieving through the many methods of stress management, the proponents have chosen that the journal method is the most suitable to integrate as a feature in a To-do list application.

As it is a method that only needs the users to develop their reflective thinking and promote self-improvement, the implementation of the journal feature addresses the users' need to manage stress and help them increase their productivity.

Figure 1. Theoretical Framework





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Conceptual Framework

Figure 2: Productivity System

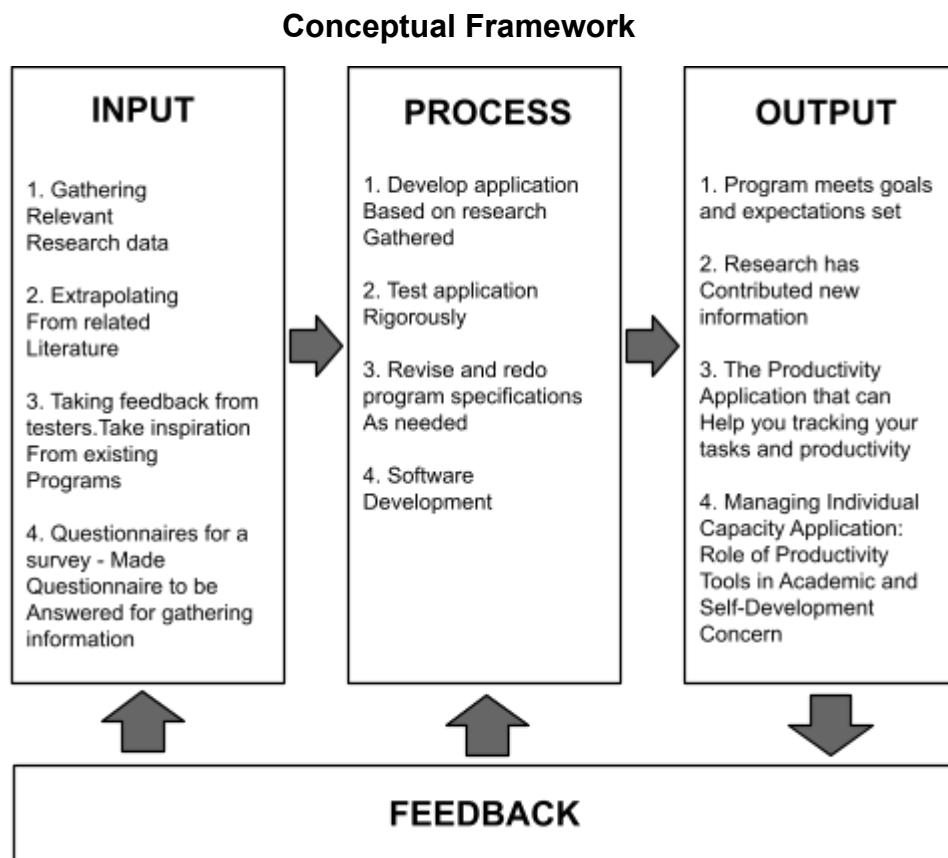


Figure 2 shows the data to be processed and the concepts derived from the related literature and studies. The inputs were processed and served as the premise structures to build the proposed productivity system

Statement of the Problem

The listing of important things to do in a piece of paper is considered ineffective when the developers developed new applications similar to that tool. To-do list applications possess features such as journaling applications where users can also jot down their thoughts and ideas with regard to their daily events.



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Herein, the researchers developed a productivity system that enabled its users to list down their tasks and thoughts in a particular time. Researchers examined the factors that have an impact on the productivity of the users; employed both qualitative and quantitative research approaches to gather both primary and secondary data; and used gathered information with the objective of developing a system that enhances the To-do list and journaling experiences of its users.

The following questions were covered in this study:

1. What is the level of awareness of the respondents on To-do list and Journaling?
2. What is the level of importance of having a productivity tool to improve the productivity of the respondents?
3. What are the issues and concerns encountered by the respondents on the use of the productivity software in terms of the following
 - 3.1 System's Functionality;
 - 3.2 System's Efficiency;
 - 3.3 System's Usability; and
 - 3.4 System's Reliability

Scope and Limitations

This study focused on the implementation of a journaling function coinciding with a to-do list application, and how it helped improve the user's productivity. The data was drawn from 30 participants which are grouped into three cohorts: junior high school students, college students, and employees. The researchers chose these three groups because the researchers believed that most people begin to have more responsibilities during these times. This study focused on participants who particularly have busy schedules like



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students, office workers, corporate employees, etc. as they are deemed to be the ones who will benefit the most from the application.

Since the study focused on the addition of the journaling function and its possible benefits, the to-do list application was limited to basic functions, such as creating, editing, deleting, scheduling, and rescheduling tasks. As such, the application did not feature multimedia supports (i.e., pinning images, videos, audio files, etc.) as these features may derail the users' perspective on the application's effectiveness.

Moreover, this study measured the productivity of the users qualitatively and quantitatively. Each research participant was interviewed before and after using the application and was asked to answer a survey to compare the number of tasks done with or without the application.

Significance of the Study

This study's findings have a positive effect on society given that productivity tools play a significant role in assisting individuals in this generation to organize schedules and develop personally. Previously, the methodology of listing down things and journaling has been poorly carried out and using the To-do list and journaling features proposed in this study will enable the users to manage their schedule and keep track of their thoughts and ideas orderly. For the researchers, the study will help them unveil the critical areas in the chosen field of study that many researchers were not able to traverse and find a new set of methodologies and features.

Additionally, the following are considered important in light of this study:

Students and Employees. This study will be beneficial for students and employees in managing their tasks and thoughts throughout the day by using the productivity system.



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Future Researchers. This study can be used as a reference and resource for people who plan to undertake research on to-do lists and journaling, particularly when it comes to productivity-based systems.

Definition of Terms

Adulthood. It is the point in a person's life when they have fully developed physically and intellectually.

Anxiety. Feeling of nervousness or anxiousness because of something (For example Job interview, school presentation, giving a presentation). A body's natural response to stress.

Application Software. This commonly refers to apps or programs designed to help people perform a specific task or activity such as word processors, web browsers, media players, etc.

Asynchronous Class. It lets the students complete their work on their own time.

Burnout. Weariness, cynicism (a lack of identification with the job), and a sense of diminished professional abilities are the three main features of a prolonged response to severe or persistent work pressure.

Calendar. It describes a system for establishing the start, end, and divisions of the civil year as well as for placing days and larger periods of time (such weeks and months) in a specific sequence.

Cognitive Processing. It is a generic word for a group of cognitive processes involved in developing and modifying mental representations of data.

Developers. People who create an application software.

Diary. A book or a notebook which one keeps their daily record of events, tasks to do, and experiences.

Emotional Catharsis. A way of releasing emotional baggage.



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Emotional Intelligence. It is the capacity to be aware of things or to be in control of something. This is usually related to expressing one's emotion and handling interpersonal relationships empathetically.

Emotional Well-Being. It refers to the emotional quality of an individual's experiences.

Expressive Writing. It is a way of writing one's thoughts without restrictions.

Front-End. It refers to an interface that a user is interacting with.

Habit. A practice, pattern, regular tendency that is hard to eliminate.

Journal Application. It refers to an application made to emulate the use of a journal.

Journal Prompts. It is defined as a set of questions used to inspire the user to write and or cultivate new ideas in a certain field. It offers an idea of what to write about when the user does not know where to start or what to write.

Management. It describes a process of organizing, leading, inspiring, and regulating an organization's people, financial, physical, and information resources in order to accomplish its objectives successfully and efficiently.

Memory Comprehension. It refers to the state of understanding a subject or any information and incorporating it into one's knowledge.

Mental Arousal. It refers to the state of being attracted to other individuals.

Mental Clutter. It refers to anything that holds back a person from thinking straight or rationally.

Mindfulness. A state of being aware, conscious, or aware of something.

Modification. It is the changing or alteration of the existing software.

Multimedia Support. It refers to the features that enable users to add pictures, video, audio files etc.



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New Normal. It is the state that an economy, society, etc. reaches after a crisis, when it diverges from the scenario that existed before the crisis started.

Physiological Arousal. It refers to a state of being aware of the sense organs to the extent of perception.

Procrastinate. It is described as the act or practice of putting off or delaying anything that ought to be done right away.

Productivity. It is described as the rate of production per unit of input, or the effectiveness of productive effort.

Programming Language. It refers to a set of instructions that produce the output in the Front-End side. Python Programming language is an example of this.

Python. It is a high-level, general-purpose, interpreted programming language that is used to create application software.

Rationality. It is the way of thinking straight, with reason, or logically.

Schedule. It refers to a plan of procedure, usually written, for a proposed accomplishing an objective, especially with reference to the sequence of time allotted for each item or operation necessary to its completion.

Scheduling. Managing the time and effort needed to complete each activity in order to organize, manage, and optimize workloads and tasks.

Self-Improvement. Improving one's knowledge and ability by one's own efforts or through the help of his environment.

Self-Reflection. A way of analyzing things, assessing one's self, or thinking about something.

Stress. It refers to a feeling of emotional or physical tension throughout the body. It can be positive or negative.

Stress Management. It refers to a way or technique of controlling a person's level of stress for the purpose of improving one's everyday functioning.



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Synchronous Class. It describes all forms of learning in which the individual(s) must be present at the same time and location for the learning to occur.

Time Scheduling. It deals with how you set priorities and schedule how much time you devote to various activities.

To-do List Application. It is an application made specifically for the user to list down his/her task and reminders.

Users. It refers to people who will use or test the application software.

Workflow. It refers to the sequence of processes through which a piece of work passes through from initiation to completion.

Workload. It is the amount of work or task to be done by someone.



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CHAPTER 2

REVIEW OF RELATED LITERATURE AND STUDIES

Productivity System

People continue to produce and progress as much as they can every day. One of the contributors to that success is the use of technology, specifically the use of software with hardware to produce results in almost any field of work. From bustling city offices to peaceful farmlands, there is no work that cannot benefit from the use of computer hardware and software. Nowadays, even much personal or minute workloads such as doing assignments for school have software applications that can help to alleviate and manage work more effectively and efficiently. An example of such software application is the To-do list application.

To-do list and journaling are widely used approaches in the day-to-day lives of many individuals to track and keep record of their important tasks that need to be accomplished on a specific period. There are different tools that people can use, such as pen and paper, and in today's generation, electronic devices. The goal of this literature review is to discuss the importance of productivity tools in one's daily activities.

There are three reasons why people choose to have to-do list in their day-to-day lives according to Cohen (2017): (a) It lessens worry about life's instability, (b) it gives a framework to people's daily activities, and (b) it serves as a plan that people can stick to. Similar study done by the professors from Wake Forest University recognized that having at least a plan decreases the possibility of having an anxiety as it gives a sense of structure and effectiveness.

Definition of Productivity and Types of Productivity Software

Before delving deeper into the specifics of a To-do list application and Journaling and how each can help people become more productive, it is important to know what productivity is; what productivity software is; what is



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stress and how it can affect productivity; how the practice of journaling can help in managing stress; and how the two combined can help people to become more prolific.

According to the Oxford Language Dictionary, productivity refers to the efficiency of productive effort, particularly in industry, as measured by the amount of output that can be produced, while application software is defined as a software program designed for a specific purpose. From these two definitions. It can be inferred that productivity software is an application software that is designed to increase productivity on a specific task. A few examples of productivity software are word processing software, time management software, spreadsheet software, database software, graphics software and many more. In this research, the proponents focused on a simple and widespread time management software application, the To-do list application.

Below are the discussions of about productivity software and its benefits:

How Software has Increased Productivity

Computers have become widely used in offices since the 1990's and since then, many improvements in both hardware and software applications have come and pass. Subsequently, adaptations of software application for office work have become widespread and nowadays, even synonymous with it.

Similar to any advancement in technology, there is a lot of benefits in using the latest and greatest application software. From its accessibility, functionality with different variety of helpful features, and mobility with constant improvements, software applications have performed several uses for the common good. Nowadays, most offices almost always use computers and software applications in their workflow. In fact, a recent survey showed that 83% of enterprises in the US use the ever-popular Microsoft office 365 suite for their needs (Spiceworks, 2017). With this widespread adaptation and implementation, it is inevitable to say that the use of productivity software has a definite and positive effect in terms of productivity.



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Unfortunately, despite the apparent benefits of using computers and technology in improving performances in almost any field, most evidence collected suggest using computers/computer application increasing productivity are only anecdotal at best, and that hard numbers and figures are rarely available and quite unreliable as there are other factors like improvement in company's policies and other improvements unrelated to the use computers may have affected the supposed increase in productivity. This is called the "Productivity Paradox" (Strassman, 2001).

Moreover, according to one study, the usage of computer applications in bank offices have led to a substantial increase in the productivity of the workforce up to 10%. (Strassman, 2001) besides that there are no downsides to completely relying on software applications for business and personal workloads. Nonetheless, there are some studies that suggest that people are "over-relying" on this software and that it hinders productivity in the workplace (Curcio, 2019).

With all these in mind, the proponents inferred that the benefits from the large-scale usage of these productivity software can trickle down to smaller and more personal benefits in managing workloads.

As this productivity software enables each individual to work in harmony making collaboration much easier than the usual, simplify the tracking progress, let any member track the team's progress by just looking at the application, and do the tasks that are left, it becomes extremely useful in this age and situation as employees are permitted to work remotely (Muslihat, 2019).

Self-Reflection

There is more to self-reflection than merely a notion. Giving one's thoughts perspective is a skill that is required. Its main goal is to evaluate, take in, recognize, and implement solutions. To pursue a certain result, one must go through a process of self-evaluation. The mind processes issues in a more organized manner when one considers specific queries and potential, suitable



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answers. Doing this also improves the emotional intelligence, enable one to think of a possible solution, and enable one to be understood from various angles (“Does Self-Reflection Help You?”, 2018). Having a set of self-reflective questions on a productive application can significantly reduce one’s brain fog. The person becomes a better decision-maker as a result of having an internal question-and-answer session where their objectives, anxieties, shortfalls, and possibilities are revealed.

Reflective thinking – An Integral Element of Critical Thinking

Critical thinking enables a person to make the right decision between two ideas based on their analysis, rationality, and experience. It cannot be done quickly. It needs to gauge the arguments involved to arrive at the right decision. Reflective thinking is the process of making decisions based on one’s past experiences. People can use their experiences as a solution to a particular problem, which applies to the saying “People learn from failure, not from success!” (Vyas, 2019). Whenever a person encounters the same problem, she or he already knows the solution or the best thing to do. Reflective thinking and critical thinking are often used in the same context and enable the person to make the right judgments without spending too much time investigating and analyzing the circumstances.

Writing to Better Health

Journaling gives a sense of self-expression and freedom to each individual who jots down their thoughts, ideas, and opinions on a specific period of time. It has a huge role in one’s health. High levels of stress can be harmful to

a person's physical, mental, and emotional health. Journaling has been shown to be a useful stress-reduction technique. According to a study, it was sufficient to dedicate 15-20 minutes per day for four months to lower blood pressure and improve liver function.

Journaling and other forms of expressive writing can boost immunity and lower the likelihood of getting sick. It strengthens the immune cells of the body.



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Aside from that, it can decrease the indications of rheumatoid arthritis and asthma.

Third, it helps the brain to stay on its healthy state as it increases the working memory capacity and boost memory comprehension leading to an improved cognitive processing. Fourth, it can boost one's spirits and provide a stronger sense of general mental wellbeing and contentment. Finally, it increases emotional functions since once journaling habits are formed, the advantages last a lifetime and encourage being in the moment or aware.

Writing in a journal allows for emotional release and supports the regulation of emotions in the brain. It can be useful in the managing and emphasizing the changes that occurred and enable one to come up with patterns and solutions based on his or her previous experiences. A research also showed that it gives individuals a systems that are organized, adaptive, and integrated about oneself, others, and the entire community (Bailey, 2018).

Art of Bullet Journal and Improved To-do List

Bullet journaling combined the journaling and to-do list methodologies on the same page. In the recent years, bullet journaling has become a social media sensation with over three million related posts on Instagram, blogs, etc., that includes innovations from the original. One can plan events or tasks, daily or monthly logs and enable people to also look back on the things that they have accomplished.

Regarding the design or flow of the page, the person has the privilege to design the journal as there is no mandatory flow of it.

“It’s not about how your journal looks, it’s about how it makes you feel and how effective it is” (Carroll, 2018). Nonetheless, an individual may follow the steps of the project management through brainstorming, determining the desired outcome by writing mission statement on top of the project’s page, defining subcollections, and doing necessary research.

Links Between Productivity Application and Mental Health



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Tools for increasing productivity prevented others from developing depression, assisted them in avoiding perfectionism, increased their output, lessened their feelings of isolation, and decreased their procrastination. With the help of *Focusmate*, a free online productivity tool that enables a person to schedule a virtual session with a stranger, despite not being intended as a mental health aid, the application assists independent workers in overcoming the stress and anxiety brought on by persistent procrastination and connecting with others who share their commitment to holding each other accountable (Maxwell, 2019).

Journaling and To-Do List

Journaling is simply writing one's thoughts and feelings to eliminate it inside the head and to understand them clearly. It enables people to have a

place that is free from judgments and opinions of others. People can confess their struggles, fears, personal experiences within a particular period freely and used to call it a diary. However, when people reached the adulthood stage, they call it journaling ("Journaling for Mental Health", 2020).

People tend to feel overwhelmed by the heavy workload that they have to do. Sometimes, to the extent that they have forgotten the deadlines. To-Do list is a list of prioritized tasks that a person needs to do for a specific period of time. People list down the necessary things that they need to finish starting from the important ones at the top to the least important at the bottom ("To- Do Lists - The Key to Efficiency", 2020).

Origin of Journaling and To-Do List

The modern diary originated from the diaries during the 15th century Italy, where accounting was done using diaries. Eventually, the center of it gradually changed to recording public life to reflecting on one's private life. From 16th century to 20th century, prominent history records were recorded through diaries and as time passes, for writers like Tolstoy, Kafka, Virginia Woolf, Katherine



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Mansfield, Anais Nin, and Sylvia Plath, keeping diaries was an essential component of their creative processes. Currently, social media platforms allow users to share their thoughts, ideas, and opinions with the entire community, while preserving the dichotomy between the impulse to express and make something public and the urge to keep something secret and unnamed (Scribeiner, 2019).

Writing a Journal and To-Do List

In journaling there is no standard way of doing it, but there are ways to structure the journaling process of each individual. Having a tool that is separated from one's device like a notebook will help a person to take a break from screen time like using a pen and paper; starting the day with writing down the dreams and plans for the day or feelings on that specific time; setting reminders on the phone; finding journal prompts that will change the views and feelings of the person when writing on a new set of journals; being able to do free writing; asking questions to one's self by reflecting and asking how the day went by; being able to write thoughts, ideas, etc.; and try to do other things such as posting a related picture, drawings, illustrations without limits (Ahlin, 2018).

Disadvantages of To-Do List and Journaling

There are four disadvantages of implementing a To-Do list and include: (a) it makes a lengthy running list that can be intimidating and overwhelming to some extent; (b) it may promote procrastination and task avoidance instead of sparking productivity; (c) it may enable the individuals not to do and avoid their tasks as long as possible; and (d) it provides people with a reason to cross off tasks from their to-do list that they ought to perform but can postpone (Ghekiere, 2018).

Journaling itself can deliver harm or disadvantages to one's overall health as well and can cause the following implications according to Thesmartlioness (2019): (a) it allows the individuals to live longer in their heads for too long and not being aware of the present; (b) it makes the person passive



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observer of their own life; (c) it makes the person self-obsessed; and (d) it makes people to wallow over the negative things than to focus on the good things to wallow over the negative things than to focus on the good things.

Stress and Stress Management

Stress, as defined by the Oxford Language Dictionary, is the tension or strain on the mind or emotions deriving from tough or adverse conditions. Stress is a part of our everyday lives, and many things can be the cause of it. One research has found that work accounts for about 61% of the source of stress in the US (AIS, 2017), which also affects performance in the workforce substantially. Also, stress has far-reaching consequences on our ability to learn and recall things, with major consequences in an educational environment (Vogel & Schwabe, 2016). Lack of tactics may encourage rising blood cortisol levels, which compromises a person's psychomotor integrity (Llanderol, Gutierrez and Baltazar, 2017).

Anxiety-related overthinking can cause missed deadlines, bad decisions, and disruptions in professional performance. However, it is crucial to recognize that anxiety can motivate someone to finish work and perhaps give them additional motivation for accuracy and attention to detail (Fujito, 2016).

Specifically, pressure is expected to cause worries, concerns, and other distracting thoughts about performance (Carey, Mammarella, & Szucs, 2017).

Although stress is usually considered a negative force, some studies also showed that there is a "right" or "manageable" amount of stress a person can experience and can help increase her or his productivity (Deshpande & Chopra, 2007). While there are numerous stressors in our lives, there is also an equal number of different ways to cope and manage stress.

Making plans can assist someone in maintaining a positive outlook and preventing stress overload which then can help reduce cognitive load. Through a cognitive mechanism known as "proactive coping," scheduling can help prevent stress before it arises (Kate Morgan, 2020).



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Journaling for the Youth

Young adults are sometimes overwhelmed by a lot of tasks they should do, like events that they did not expect to happen and some other uncertain things that may fall apart. Some of them may allow their emotional reactions to take over the best of them without thinking first. Journaling then lets the person exercise his creativity and develop new ideas and set of solutions. ("Importance of Journaling for Youth", 2019).

Nowadays, teens are quite anxious about everything. The cases of bullying rise every single year. However, even if they are anxious, they do not seek for any help even from their own families for emotional or medical support. Teens can be educated about this method by helping them be aware of these techniques and community and journaling can help them release their emotional baggage, thoughts, ideas, or their anxieties (Schab, 2018).

Bullet journaling is another way of getting things done and staying organized especially for teenagers that have a lot of tasks to do in school and in their personal lives as well. Bullet journal enables them to achieve academic success, reduce their anxiety, boost self-esteem, and use their time efficiently. It generally guides its users to do the necessary things before doing the other ones. Aside from that, this can be a form of habit tracker too whenever users want to develop new set of skills. This method will have a huge impact even if it is just about checking a box of a certain action or task, they want to be familiar with (Barbee, 2016).

Diary: Definition, History, and Influential Individuals

The word diary came from the Latin word *dies* means 'day'. It is usually consisting daily records and opinions organized by date. It started in the 18th century and at the peak of its reach during the Victorian era. Diaries were used for private records until it became a source of historical records up to the present time ("History of the Diary", 2021).



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In the 18th century, Jonathan Swift wrote his diary entitled *The Journal to Stella* and sent it to Ireland that talks about ambition, affection, wit, and freakishness. Then, the interest in diary writing increased in the first period of the 19th century wherein a lot of great diaries were published. Some of which include *Journal of Sir Walter*, *The Journals of Dorothy Wordsworth*, and *The Diary of Henry Crabb Robinson*. From the 20th century, *Journal of Katherine Mansfield*, *The Diary of a Young Girl*, and *Diary of Virginia Woolf*, which have become notable exemplars (Tikkanen, 2020).

Factors that Influence Productivity

The environment plays an important role on productivity. First, the background noise. Some people cannot focus if their surroundings are quite noisy but is all right for some because it helps them to stay focused on the things they are doing. Second, is the lighting. It affects the alertness, focus, and cognitive performance in general and having too much of it, whether it is the coolness or warmness of the light, might affect one's performance. Third, the room temperature. Just a bearable amount of room temperature that your body can handle is all right. Next is the air quality. A polluted working environment can lead to discomfort that will eventually lead to some serious issues such as allergies, nausea, dizziness, etc. And lastly, other distractions such as mobile devices. Smartphones are what most people are using in this time for productivity, yet it can also be a destructive one (Taylor, 2017).

Mindfulness

Mindfulness is simply the ability of human beings to stay focused in the present time. Being aware of where they are and what they are doing. There are few mindfulness practices that one can do according to Staff (2020). These are: (a) Moving meditation, (b) Short pauses, and (c) Merging meditation like yoga or sports. When people are mindful, their stress levels are reduced, performances are boosted, and new insights with regards on the things that they are currently dealing with are gained.



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Mindfulness-based interventions (MBIs) also known as mindfulness practice and protocols are becoming popular these days. From healthcare field to business and government sectors for over the past 25 centuries, sets of research have shown that MBIs have a beneficial impact to the human mind and body. Clinicians, academics, and Buddhist scholars have raised questions and criticisms about the possible impact that the decontextualization of mindfulness from its original origins may have on the usefulness, material, emphasis, and distribution of MBIs. Furthermore, it is posited that the field promotes the continued creation of effective, applicable, and usable approaches and services by honoring and reflecting on the observations, intentions, and work from both historical and contemporary perspectives of mindfulness (Shapiro & Weisbaum, 2020).

Productivity Advocates

Influencers took over the lives of many in terms of influencing their lifestyles in general. People tend to browse *A Day in the Life* contents of some personalities over the internet. The founder of College Data Geek, Thomas Frank who runs a highly popular YouTube channel on how to be more effective and Marie Poulin, co-founder of a popular digital agency, understood how complicated it can be for company owners as they have a lot on their plate and got obsessed with productivity a few years ago, particularly how to use Notion as a "Jedi master" to systematize work (Runyon 2020).

Homogenous Applications

For collaborative teams, *Trello* is a straightforward, user-friendly project management tool. The platform is built on the idea of the Kanban board, a Japanese visual design. *Notion* calls itself the long-term memory of the squad and it serves as a kind of shared equivalent to Evernote. Notion describes itself as "the missing half of Slack," which is perfectly combined to creates a convenient destination for all of the team's essential tools, such as important paper works, instructions, etc. On the other hand, *Todoist* is a job managing



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application that aims to turn anything conveniently manageable into complicated to-do lists.

It is a Trello for people (but without the cards) in certain ways that helps to keep track of one's own responsibilities and ensure that nothing is missed. Communication is vital for joint ventures, and as the team's number of remote workers rises, this becomes more difficult. While instant messaging is excellent when anyone is present, it can be difficult to arrange meetings, talks, group work sessions and video chats at a time that works for everyone, particularly if remote staff members are in various time zones (Brooks, 2020).

Time Management

According to the Cambridge Dictionary, time management is the art of making the most of the time you have available. It is also commonly associated with the performance of an individual to their work. Time management and academic achievement show that students who responded to their study and obtained higher percentage mark also scored highly on all dimensions of general time management, with the exception of short-term planning (Khanam et al., 2017). Effective time management can have a significant impact on a student's achievement, according to an article titled *Prioritization: Time Management Advice to Empower Your Success*. Time management distinguishes between the essential and the urgent so attention can be focused on the objectives. Managing time is also the greatest task, as described by the students in an orientation class. But of course, the difference is learning how to manage the time, prevent distractions, and put full effort into one's goals (Green, 2016).

The purpose of time management is not only to do more in less time, but also to decrease the temptation to delay and postpone significant tasks. It removes procrastination automatically by making sure you are comfortable with the tasks added to your to-do list and when it needs to be completed (Kashyap, 2020).



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New Normal

Covid-19 and the new political climate are other contributing factors to burnout (Yaeger, 2020) that people experience. The disruption of people's mental health and psychological assistance due to prolonged school closures is one of the challenges and opportunities in education under the new normal. Garcia (2020) claimed that the lack of peer interaction due to COVID-19 results in stress and anxiety (Garcia, 2020) for many people. Additionally, COVID-19 stressed out a lot of college students, making them fear and worry for their own health as well as the health of their loved ones, struggle to focus, disrupt their sleep, engage in less social interactions, and increase concerns about their academic achievement. (Son et al., 2020).

Synthesis and Relevance of the Review Literature and Studies

Different related literature and studies showed that the current condition of a Productivity Tool System needs improvement in terms of reflective journaling in order maximized its main function and purpose.

Synergize Productivity System allows the system to provide platform that will lessen the time used on brainstorming ideas by providing reflective questions that are often advantageous. Synergize can provide basic To-do list, note-taking, and journaling features.

Upon careful management and understanding of the issues related to the moral use of knowledge collected regarding productivity tools, the researchers found the essentiality of it to serve as an aid or educational tool that can help people manage tasks more efficiently.



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Research Matrix

Table 1
Research Matrix

Features	Trello	Notion	Todoist	Doodle	Wunderlist	Slack	Synergize
Compatibility							
1. Browser	✓	✗	✓	✓	✓	✓	✗
2. Windows	✓	✓	✓	✓	✓	✓	✓
3. Mac	✓	✓	✓	✓	✓	✓	✓
4. iOS	✓	✓	✓	✗	✓	✓	✗
5. Android	✓	✓	✓	✗	✓	✓	✗
Pricing							
1. Free Version	✓	✓	✓	✓	✓	✓	✓
2. Premium Version	✓	✓	✓	✓	✓	✓	✗
User-Friendly Interface	✓	✓	✓	✓	✓	✓	✓
Note-taking	✓	✓	✗	✓	✗	✓	✓
Third-Party Integration	✓	✗	✓	✓	✓	✓	✗
Reminder/Notifications	✓	✓	✓	✓	✓	✓	✓
Calculation of Productivity	✓	✓	✓	✓	✓	✓	✓



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CHAPTER 3

METHODOLOGY

This section provides an overview of the procedures and approaches used to conduct the study. This chapter covered all aspects of this study's methodology, including talks of the research design, research method, data sources, research tools, information gathering techniques, ethical issues, and system architecture.

Research Design

The researchers used the descriptive research design and used a survey as it was the most appropriate for the subject and intent of the study. The researchers conducted an enhancement of an existing application software for productivity to identify the best structure and algorithm in productivity applications based on different criteria.

Source of Data

The researchers used both primary and secondary data sources. Primary sources mostly included participants divided in three groups: Junior High School Students, College Students, and Employees. The researchers also used the purposive sampling, a non-probability sampling method that is based on the researchers' own parameters, in identifying the participants of this study. Purposive sampling was used when working with a small number of subjects who are considered the participants who can best provide the information. The following parameters were used by the researchers in choosing the participants of this study: (a) the respondent had used To-Do List and journaling methodologies before; and (b) the respondents spent a few minutes exploring the device.



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Table 2
List of Respondents

RESPONDENTS	FREQUENCY	PERCENTAGE
Junior High School Students	0	0%
College Students	15	50%
Employees	15	50%
TOTAL	30	100%

Table 2 shows the frequency and distribution of the respondents. 15 or 50% of the respondents are college students, while 15 or 50% of them are employees from different universities and companies.

Research Instrument

To gather data from the respondents, a sample questionnaire and simulated interview were used. The sole aim of the questionnaire was to obtain information that would assist the modification of the developed method. Correspondingly, questions included in the questionnaire were asked to come up with certain results. The information gathered using the questionnaire served as the main reference of the study in interpreting the data.

Table 3
Likert Scale

SCALING	INTERPRETATION	DESCRIPTION
4.21 – 5.00	Strongly Agree	The respondents are in total agreement with the statement.
3.41 – 4.20	Agree	The respondents agree for the most part.



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2.61 – 3.40	Slightly Agree	The respondents agree with some parts of the statement.
1.81 – 2.60	Disagree	The respondents disagree with the statement for the most part.
1.00 – 1.80	Strongly Disagree	The respondents disagree with the whole or almost all parts of the statement.

Data Gathering Procedure

The aims and objectives of this research were achieved by gathering a sample of different groups since the researchers did not know at first the age brackets of the would-be participants in this research. To gather all the data and samples from the respondents, the researchers divided the procedure into the following steps:

1. The questionnaires from the survey were circulated online. Emailing a particular year level of junior high school students that are close to the age bracket (first bracket), college students (second bracket), and emailed a set of corporate workers (third bracket). The instructions for each question were clearly laid out, and the researchers made sure that the respondents were aware of their place in the sample.
2. The researchers addressed the study's nature and substance and allowed the framework to be explored by each respondent. To increase the likelihood of getting a representative sample, a sizable population was chosen. Even still, sending the email to the entire city would have increased the likelihood of generating a representative sample. Additionally, the researchers requested the participants' consent and assured them that the confidentiality of their data would be maintained.



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3. The google forms were sent to gather data and confirmations from the participants are collected. Then, the researchers provided them the questionnaires and asked them to complete the material. The proposed date and time of the virtual interviews were set in accordance with the suitable schedule of the respondents.
4. Based on the substance of the method, the respondents answered the survey questionnaire.
5. The questionnaires were compiled by the researchers and deposited in a protected location. For each question, the researchers measured the responses of the respondents and then performed a statistical analysis to obtain the percentage and weighted mean.

Ethical Consideration

As previously mentioned, all participants sent written approval of their participation in this study. The participants were adequately aware of the research goals and rest assured that their comments were regarded confidential. They were also informed that their responses will only be used for scholarly reasons and only for the context of this specific study. Moreover, during the execution of the study, respondents were not injured or violated both physically and mentally and the proponents on the other hand, established and preserved a conducive atmosphere.

Data Case Analysis

The researcher used statistical methods to evaluate the findings to accurately determine the respondents' acceptance of the established solution. The data were interpreted using the frequency count and weighted mean. The frequency of the respondents' responses in each object was determined using a frequency count, while the average of responses to the options in each item was calculated using a weighted mean of 59.



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The researcher also used a ranking system to figure out which of the problems the respondents had to deal with regularly. The process of ranking implied deciding the numerical order.

The following statistical methods were used to give context to the data collected.

1. Frequency and Percentage was used to figure out the demographic profile and interests of the study's respondents.

$$P = fn \times 100 \quad \text{Wherein: } P = \text{percentage} / f = \text{frequency}$$

n = total number of the respondents

$$F = nN \quad \text{Wherein: } n = \text{total number of responses} \\ N = \text{total number of respondents}$$

2. Weighted Mean was utilized to determine the level of acceptance of the proposed Productivity Tool. The formula in getting the Weighted Mean is as follows:

$$\text{Mean} = \sum fn$$

Wherein:
 f = number of occurrences
(number of respondents) Mean
= population mean (total score)
 n = number of sources (observation of the respondents)

Software Development

This section addresses the planning of the specifications and priorities included in the design and maintenance of the proposed system.

Development Process

Figure 3
. Development Method – Agile
Methodology

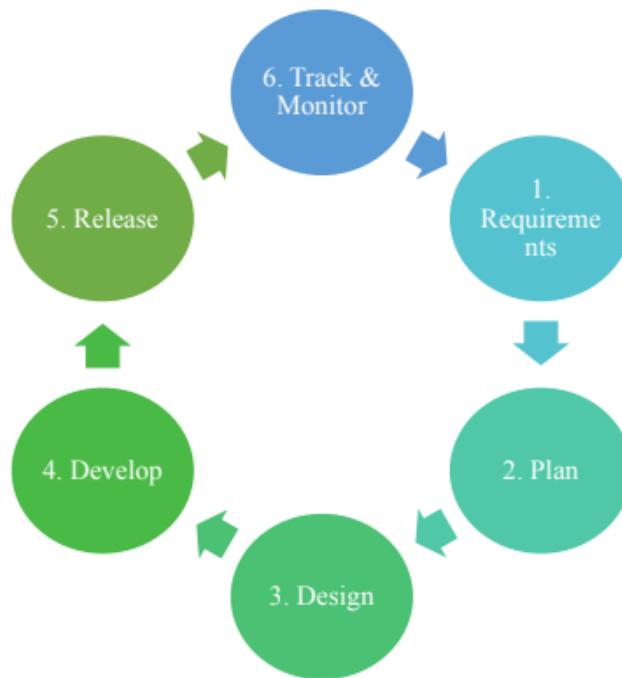


Figure 3 shows the method that was used to fulfill the project requirements and deliverables of this study. The researchers used agile methodology which required high programming competency.

This method includes the gathering of To-do list and journaling process, drafting of development using Python programming language with Tkinter GUI Toolkit, system designing, system development, and releasing the project and monitoring.

Software Engineering

This section presented sufficient detail on the planning, development, maintenance, testing and assessment of the proposed and developed applications and systems that make up the system.



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System Architecture

The system is a closed, stand-alone application and the design is based on the Layered Architecture. In this design technique, the application is divided into three parts: the Presentation Layer (User Interface), Business Logic Layer (Back-end user input/output), and the Data Layer (Data storage).

Figure 4. System Architecture

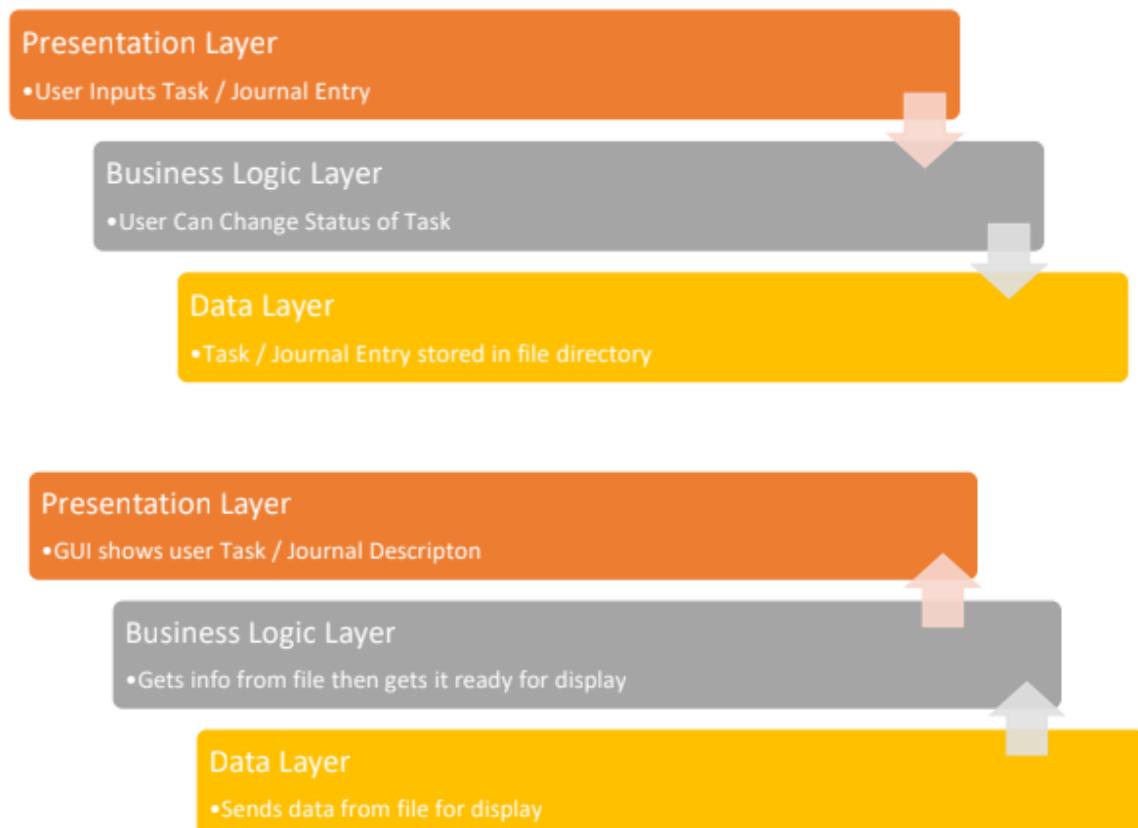


Figure 4 shows the interaction between layers of the system on User Input and asking for output.

System Specifications

This comprises the system's specs, in particular the hardware needs and the specifics utilized to create and implement the system.



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Table 4

Hardware Requirements

HARDWARE REQUIREMENT	DESCRIPTION
System Unit	A working system unit with at least Windows 7 Operating System installed.
Processor	At least 1.6GHz of faster processor.
Random Access Memory (RAM)	At least 1.5GB memory card.
Read-Only Memory (ROM)	At least 5GB unused space inside the Hard Drive. At least 5400 Revolution Per Minute (RPM) of Hard Drive.
Graphic Card	At least Direct X 9 – capable running at 1-24x768 or higher display resolution.
Monitor	At least Super-VGA (1024x768) or higher resolution monitor.
Keyboard	English – QWERT Keyboard.
Mouse	A functional pointer device for navigation.

Table 4 shows the minimum hardware requirements used in order to maximize the functionality of the proposed system.



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CHAPTER 4

RESULTS AND DISCUSSIONS

This chapter contains the presentation, analysis, and interpretation of data. These data were analyzed to answer the questions posed in the problem statement and arranged them in the order of the specific questions. There were thirty (30) respondents who took part in the survey.

The first part shows the category where the respondent belongs in terms of age.

The following are the cohorts: (1) Junior High School Student, (2) College Student, (3) Employee.

Part 2.1 describes the respondent's awareness of To-Do list and journaling applications.

Part 2.2 presents the level of importance of having a productivity tool to improve the productivity of the respondent in terms of: (1) helping them making relevant decisions and foresee future personal scenarios; (2) enabling them to have a clear mindset and goals for each day; and (3) lessening the times of worrying due to their unfinished tasks.

The final section provides the respondents' level of acceptability of the constructed system in terms of its Functionality, Efficiency, Usability, and Reliability.

1. Respondent's Category

Table 5
Respondents Category

CATEGORY	FREQUENCY	PERCENTAGE	RANK
Junior High School Student	0	0%	2



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College Student	15	50%	1 (tie)
Employee	15	50%	1 (tie)
Overall	30	100%	

The categories of the respondents are displayed in Table 5. JHS student, college student, and employee are the three categories under which the respondents belong. There is no junior high school student participant in the study. 15 or 50% of the respondents are college students while 15 or 50% are employees.

2. Respondent's Awareness of To-Do List and Journaling Applications.

Table 6
Awareness to To-Do List and Journaling Applications

STATEMENT	FREQUENCY	PERCENTAGE	RANK
The respondents are using productivity tool like this	9	30%	2
The respondents are knowledgeable on using productivity tool like this.	16	53.3%	1
The respondents have a slight information about this kind of productivity tool.	5	16.7%	3
Other.	0	0%	4
Overall	30	100%	

Table 6 shows the respondents' awareness of To-Do List and Journaling applications. The respondents' knowledge of To-Do List and Journaling Applications ranks first, with a percentage of 53.3%, indicating that majority of the respondents are knowledgeable on using productivity tools like this. There were 9 or 30% of the respondents are using productivity tool like these and



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ranks second. The respondents have a slight information about this kind of productivity tool with a percentage of 16.7 and ranks third.

3. Level of importance of having a productivity tool to improve the productivity of the respondent.

Table 7
Level Importance of Having a Productivity Tool
to Improve the Productivity

STATEMENT	FREQUENCY	PERCENTAGE	RANK
It helped the respondents to make relevant decisions and foresee future personal scenarios.	17	56.7%	1
It helped the respondents have a clear mindset and goals each day.	9	30%	2
It lessened the times of worrying due to their unfinished tasks.	4	13.3%	3
Other.	0	0%	4
Overall	30	100%	

The respondents' ratings of how important it is to have a productivity tool to boost productivity are shown in Table 7.

With a percentage of 56.7, the degree of importance of getting a productivity tool to maximize respondents' productivity in terms of making pertinent decisions and anticipating future personal circumstances comes in first.

The second rank with a percentage of 30 states that it helps the



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respondents to clear the mindset and goals each day, while the lessened the times of worrying due to their unfinished tasks ranks third with a percentage of 13.3. Other level of importance ranks fourth with no percent at all.

4. Level of satisfaction with the developed system among respondents.

Table 8

Level of satisfaction with the developed system among respondents.

STATEMENT	MEAN RESPONSE	INTERPRETATION	RANK
Functionality	4.21	STRONGLY AGREE	4
Efficiency	4.22	STRONGLY AGREE	3
Usability	4.35	STRONGLY AGREE	1
Reliability	4.24	STRONGLY AGREE	2
Overall	4.25	STRONGLY AGREE	

In terms of functionality, efficiency, usability, and dependability, Table 8 displays the respondents' degree of acceptability of the system as built. Usability comes in first with a mean answer of 4.35, reliability comes in second with a mean response of 4.24, performance comes in third with a mean response of 4.22, and usefulness comes in fourth with a mean response of 4.21. Overall, the usefulness of the established system is rated favorably by the respondents.



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Table 9
System's Functionality

STATEMENT	MEAN RESPONSE	INTERPRETATION	RANK
The suggested method produces information that is suitable for the intended purposes of the program.	4.40	STRONGLY AGREE	2
The suggested system successfully applies recognized methods for improved performance	4.23	STRONGLY AGREE	3
The proposed system provides correctness to the functions of each module.	4.46	STRONGLY AGREE	1(tie)
The proposed system easily to understand and to use.	4.46	STRONGLY AGREE	1(tie)
The suggested solution guarantees a secure set of user rights (participation access control), which establish the authorization levels (generation and altering data) that users must have. editing, managing, and controlling material.	4.00	AGREE	4
Overall	4.21	STRONGLY AGREE	

The level of satisfaction with the produced system's functionality among the respondents is shown in Table 9.

In terms of capability, the correctness of the proposed system to the



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functions of each module and comprehensibility of the proposed system have tied first with a mean score of 4.46, With a mean score of 4.40, the appropriateness of information comes in second, with the new system producing information that is suitable for the software's intended purposes. The proposed system successfully implements identified techniques for better performance with a mean score of 4.23 and ranks as third, The functionality of the proposed system, which guarantees a secure set of user rights (position access control), ranks fourth with a mean score of 4.00 and establishes the authorization levels (creation and editing data) required by the users to control, manage, and modify material. In general, respondents agreed that the established system is functional.

Table 10

System's Efficiency

STATEMENT	MEAN RESPONSE	INTERPRETATION	RANK
The proposed system can handle large file.	4.10	AGREE	3
In terms of response time and processing speed, the suggested solution is satisfactory.	4.36	STRONGLY AGREE	1(tie)
The suggested system complies with the criteria by performing quick and simple data retrieval.	4.20	STRONGLY AGREE	2
The suggested approach is effective in generating reliable data outputs.	4.36	AGREE	1(tie)



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The suggested system moves efficiently through a series of tasks (data input).	4.10	AGREE	3
Overall	4.22	STRONGLY AGREE	

Table 10 displays how well-liked the designed system is among respondents in terms of its efficiency.

In terms of efficiency, processing time, and efficiency in providing accurate data reports, tie on the first rank with a mean score of 4.36. With a mean score of 4.20, the concept that the suggested system conducts quick and simple data retrieval in compliance with the criteria came in second. The item that follows it has a mean score of 4.10 and states that the system executes a series of procedures (data input). Overall, the respondents are satisfied with the established system's efficiency.

Table 11
System's Usability

STATEMENT	MEAN RESPONSE	INTERPRETATION	RANK
The proposed system uses standards in its user interface.	4.36	STRONGLY AGREE	3
The suggested system has the capacity to generate and exchange information to achieve these targets.	4.40	STRONGLY AGREE	2(tie)
The proposed system clarity and consistent instructions.	4.43	STRONGLY AGREE	1
In order to obtain reliable information, the suggested system can prevent users from entering data incorrectly.	4.20	AGREE	4



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The suggested system provides richness in a visually appealing graphical display.	4.40	STRONGLY AGREE	2(tie)
Overall	4.35	STRONGLY AGREE	

The amount of satisfaction with the produced system's usability that the respondents had with it is shown in Table 11.

With a mean score of 4.43, the respondents' level of approval of the produced system in terms of usability places the suggested system's clarity and consistent instructions top. The second in rank with a tied mean score of 4.40 is the fact that proposed system is capable of producing, exchanging information to improve productivity and offers richness in the pleasant presentation of interface, The third-placed suggestion, with a mean score of 4.36, is that the proposed system utilizes standards in its user interface. Then, in fourth place with a weighted mean of 4.20, In order to obtain reliable information, the suggested system is capable of avoiding user input mistakes. The respondents are generally satisfied with the system's use.

Table 12
System's Reliability

STATEMENT	MEAN RESPONSE	INTERPRETATION	RANK
The suggested system has the capacity to sustain or maintain a certain level of performance operating in the case of a software error.	4.16	AGREE	4
The suggested system works as intended, and readily available for use as needed.	4.26	STRONGLY AGREE	2(tie)



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The suggested system executes particular operations in particular circumstances for a duration that is given.	4.23	STRONGLY AGREE	3
Backup and recovery are features of the suggested system. To prevent any data loss, the suggested solution offers backup and recovery capabilities.	4.30	STRONGLY AGREE	1
The suggested system satisfies the requirements for dependable performance in regular circumstances.	4.26	STRONGLY AGREE	2(tie)
Overall	4.24	STRONGLY AGREE	

The dependability of the designed system's acceptance by respondents is shown in Table 12 at the various levels.

With a mean score of 4.30, the suggested system, which ranks best, offers a backup and recovery option to prevent potential data loss, the suggested scheme is operational, available when needed for usage, and satisfies the requirements for dependability under normal operation, both of which are tied for second place with a mean score of 4.26. After that, the suggested system comes in third with a mean score of 4.23 and executes defined duties under given circumstances for a set amount of time. The capacity of the proposed system to sustain a particular level of performance or to continue is last in the ranking, with a mean score of 4.16. The dependability of the created system has received generally positive feedback from the respondents



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CHAPTER 5

SUMMARY OF FINDINGS, CONCLUSION, AND RECOMMENDATION

Summary of Findings

A To-do list and journaling application awareness survey was undertaken to gauge respondents' knowledge of these tools. Synergize productivity system aimed to help the users be productive and finish their tasks on time and provide ideas by offering them reflective questions. The proposed system also provided recommendations for future development and enhancement to achieve the main objectives of this study and made every user aware of the benefits and concept of To-Do list and journaling system.

1. Respondent's level of Awareness on To-Do List and Journaling

In terms of awareness, 16 respondents (53.5%) were knowledgeable of using productivity tool, 9 respondents (30%) were actually using productivity tool similar to the system, 5 respondents (16.7%) had a slight information about this kind of productivity tool. None of the respondents chose the 'other' option.

2. Respondent's Level of Importance of having Productivity Tool to improve their productivity.

In terms of the level of importance of a Productivity Tool, 17 respondents (56.7%) answered that the system helped them to make relevant decisions and foresee future personal scenarios, 9 respondents (30%) said that the system gave them a clear mindset and goals for each day, 4 respondents (13.3%) said that it lessened the times of worrying due to ...ir unfinished tasks.

3. Respondents Level of Satisfaction with the Developed System among Respondents

The majority of respondents agreed that the Synergize Productivity Tool helped with productivity and brainstorming on the provided conditions and improved the system's functioning and productivity in terms of its usability, dependability, efficiency, and



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functionality. With a 4.25 overall mean score and corresponding description of Strongly Agree.

Conclusion

The researchers have come to the following conclusions based on the data supplied in the analysis of the findings and computed means for each group for each question:

1. The awareness of users in Productivity Tools like Synergize may improve by constantly exposing them on using such productivity tools. Furthermore, since the reports are manually produced, they cannot be drilled down since after the system's trial, witnesses are not adequately checked up.
2. The identified level of importance of having a Productivity Tool to the respondents based on the tallied data showed that it was beneficial in terms of providing the respondents a clear mindset and making of relevant decision daily. Additionally, it helped the respondents to ponder on specific topics they want to keep in mind.
3. The respondents strongly agree with the developed system. The built system is said to have the most versatility in terms of making it simple to use and comprehensible. Its usability was highly praised because it adhered to industry standards in its user interface and provided operational and open service while in use.

Recommendation

Based on the conclusions, the following were recommended:

1. Learning faculties, offices, and other organizations are recommended to use Synergize Productivity Tool in monitoring their tasks. Moreover, future developers should focus on these matters to enhance listing of tasks and brainstorming ideas orderly.



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2. The researchers advise that users use their To-Do list and journal on a regular basis to create a habit of monitoring their progress using this technology.

3. The researchers recommend that the proposed system be widely developed by potential developers due to its value to schools, universities, and other organizations in terms of efficient monitoring of productivity.



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APPENDICES



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Appendix A - Survey Questionnaire



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PART I.

DIRECTION: Fill out the following information on the space provided for. (Items with * are required fields to be answered)

Name (Optional)

- Junior High School Student
- College Student
- Employee

PART II.

DIRECTION: Answer the following questions based on your preferences, you can select one or more answer/s per item.

1. What is the level of awareness of the respondent on To-do list and Journaling? *
 - The respondent is using productivity tool like this.
 - The respondent is knowledgeable on using productivity tool like this.
 - The respondent has a slight information about this kind of productivity tool.
 - Others
2. What is the level of importance of having a productivity tool to improve the productivity of the respondent? Please select one only. *
 - It helped the respondent to make relevant decisions and foresee future personal scenarios.
 - It helped the respondent have a clear mindset and goals each day
 - It lessened the times of worrying due to their unfinished tasks
 - Others
3. What are the issues and concerns encountered by the respondent on the use of the Productivity software in terms of the



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following:

Directions: Below are the items which needed honest response.

The survey questionnaire is designed to determine the level of acceptance of the respondent towards the developed system.

Kindly check the appropriate box for each item with the following corresponding scales:

5 – Strongly Agree

2 – Disagree

4 – Agree

1 – Strongly Disagree

3 – Slightly Agree

Functionality	5 Strongly Agree	4 Agree	3 Slightly Agree	2 Disagree	1 Strongly Disagree
The proposed system generates information that is appropriate to the intended functions of the software.					
The proposed system successfully implements identified techniques for better performance.					
The proposed system provides correctness to the functions of each module					



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The proposed system easily to understand and to use.					
The proposed system ensures a secure set of user privileges (role-based access control), which determine permission levels (creation and editing data) that users need to control, manage, and editing content.					
Efficiency					
The proposed system can handle large file.					

The proposed system is acceptable in terms of response and processing time.					
The proposed system executes					



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fast and easy data retrieval in meeting the requirements.					
The proposed system is efficient in providing accurate data reports					
The proposed system performed a sequence of operations (data input) with economy of motion					
Usability					
The proposed system uses standards in its User interface.					
The proposed system is capable of producing and exchanging information to improve productivity.					
The proposed system clarity and consistent instructions					



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The proposed system is capable of preventing users against making input errors to achieve accurate information.					
The proposed system offers richness in the pleasant presentation of interface.					
Reliability					
The proposed system has the ability to maintain a specified level of performance or continue functioning in the event of software fault					
The proposed system is operational and accessible when required for use					
The proposed system performs					



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specified functions under					
specified conditions for a specified period of time.					
The proposed system provides backup and recovery. The proposed system provides backup and recovery feature to avoid potential loss of data					
The proposed system meets the needs for reliability under normal operation.					



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Appendix B - Survey Questionnaire (Google Forms)



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Synergize Productivity System Research Questionnaire

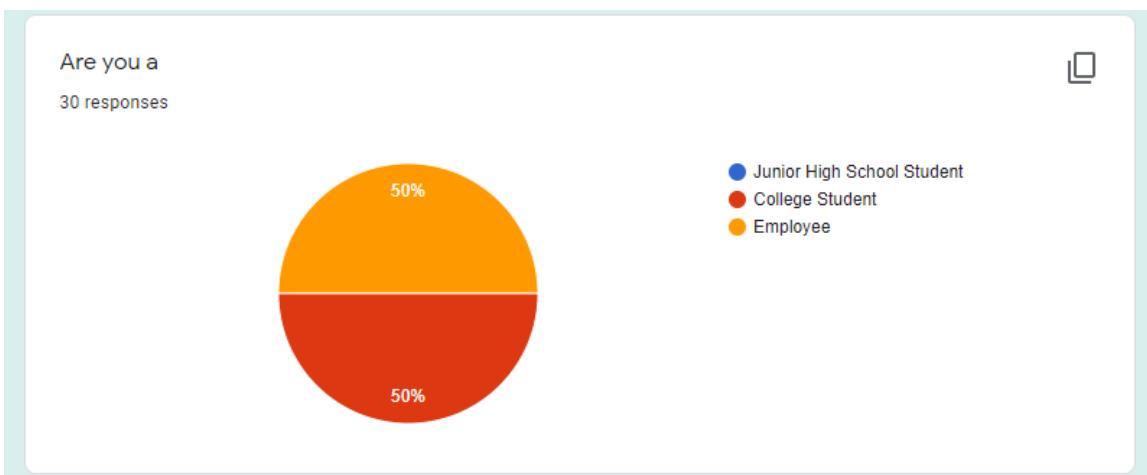
30 responses

Not accepting responses

Message for respondents

This form is no longer accepting responses

Summary Question Individual





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Part 2

1. What is the level of awareness of the respondent on To-do list and Journaling?

30 responses



Others *cont'

0 responses

No responses yet for this question.

2. What is the level of importance of having a productivity tool to improve the productivity of the respondent? Please select one only.

30 responses



Others *cont'

0 responses

No responses yet for this question.



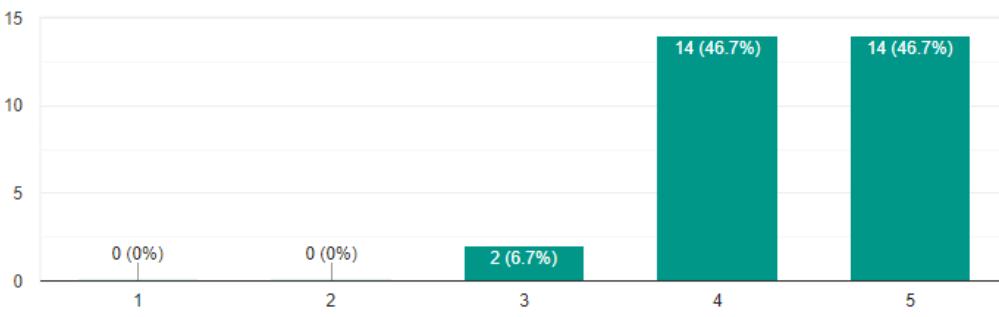
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What is the level of acceptance of the respondents towards the developed system in terms of: Functionality; Efficiency; Usability and; Reliability;

Functionality

The proposed system generates information that is appropriate to the intended functions of the software.

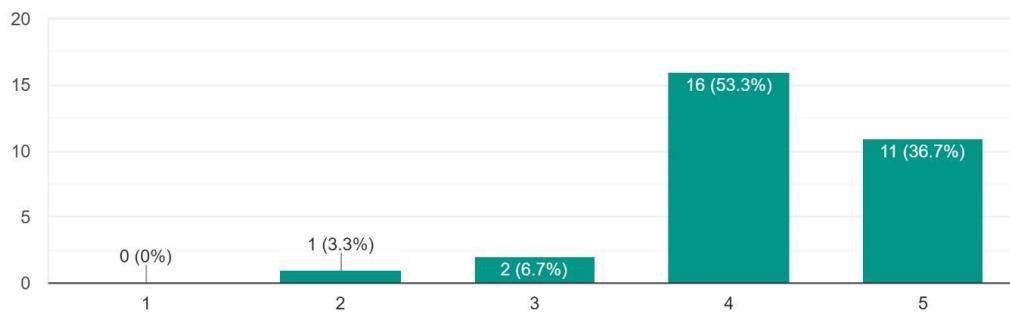
30 responses



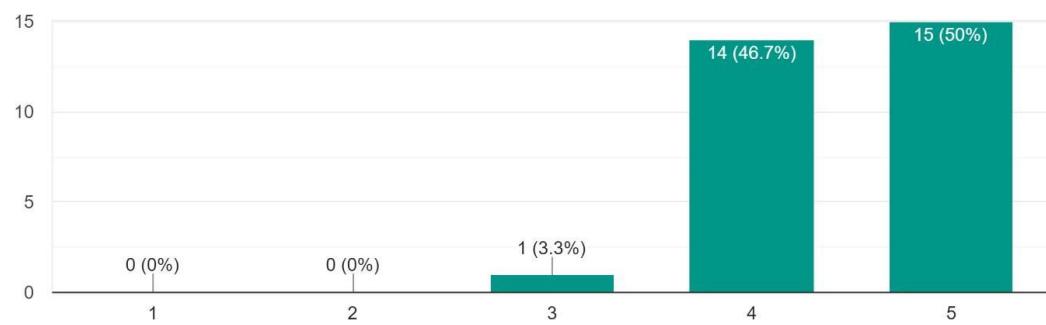


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The proposed system successfully implements identified techniques for better performance.
30 responses



The proposed system provides correctness to the functions of each module
30 responses

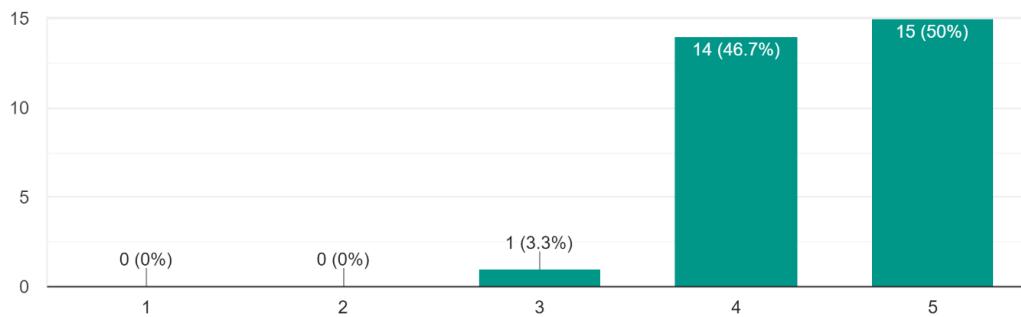




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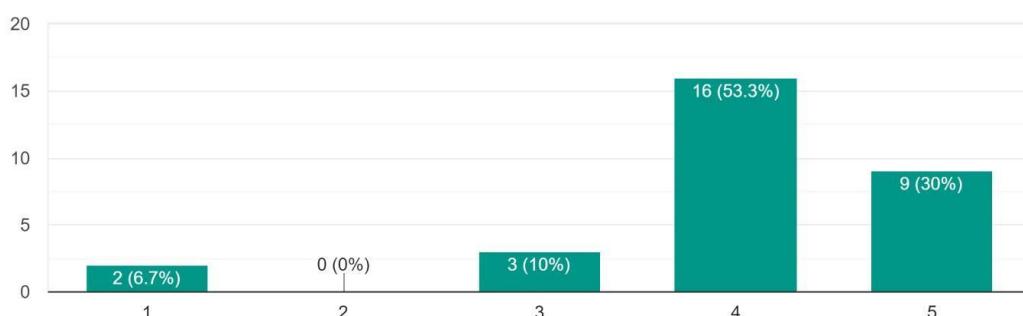
The proposed system easily to understand and to use.

30 responses



The proposed system ensures a secure set of user privileges (role-based access control), which determine permission levels (creation and editing ...sers need to control, manage, and editing content.

30 responses



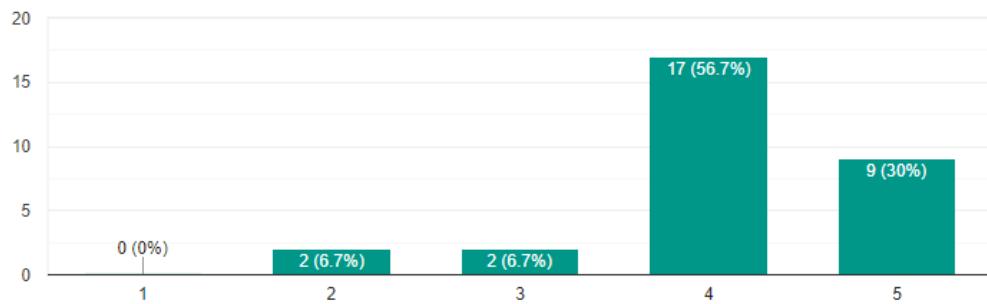


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Efficiency

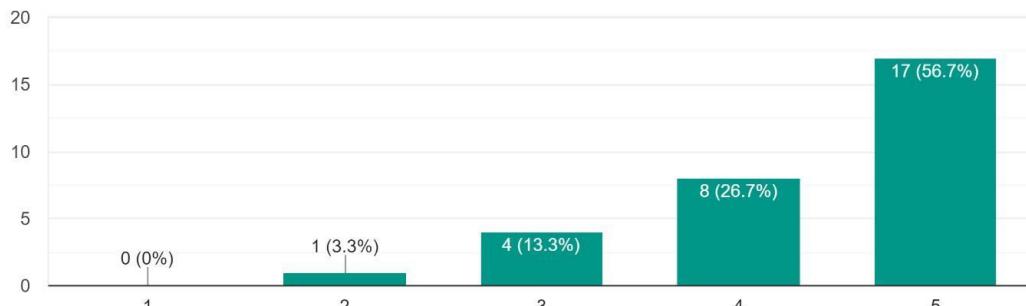
The proposed system can handle large file.

30 responses



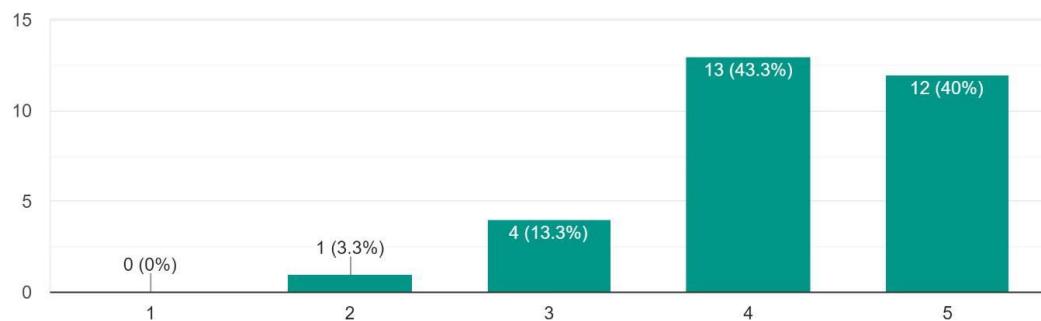
The proposed system is acceptable in terms of response and processing time.

30 responses

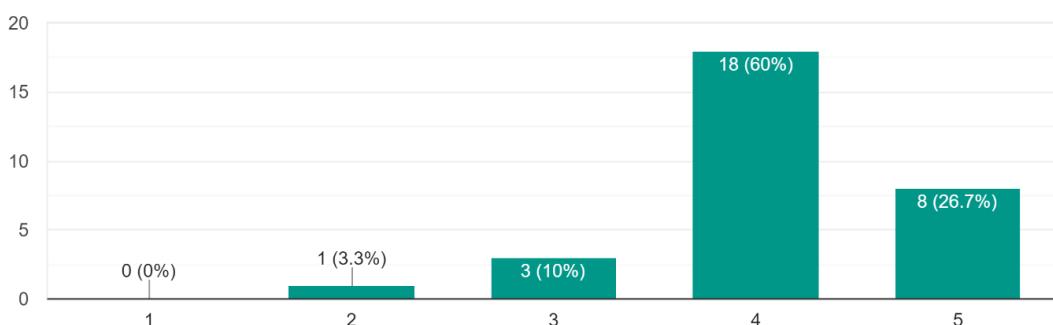


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The proposed system executes fast and easy data retrieval in meeting the requirements.
30 responses



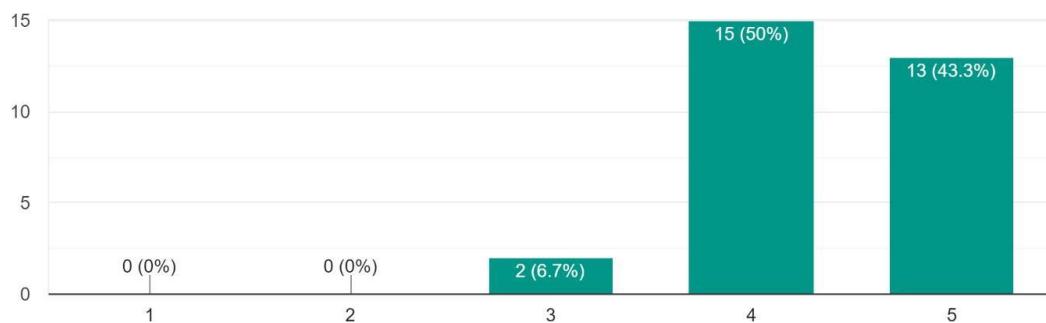
The proposed system perform a sequence of operations (data input) with economy of motion
30 responses





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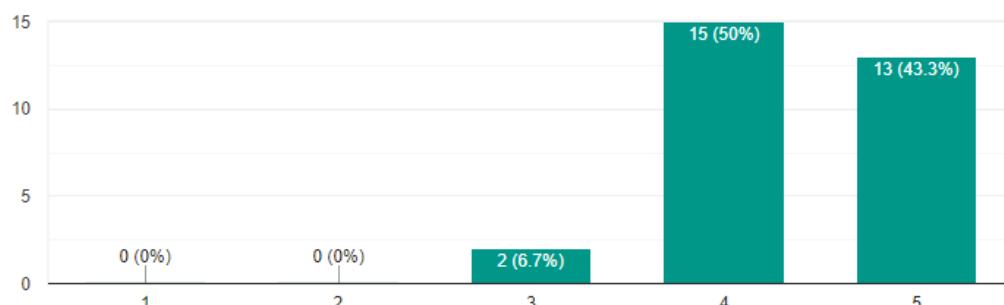
The proposed system is efficient in providing accurate data reports
30 responses



Usability

The proposed system uses standards in its User interface.

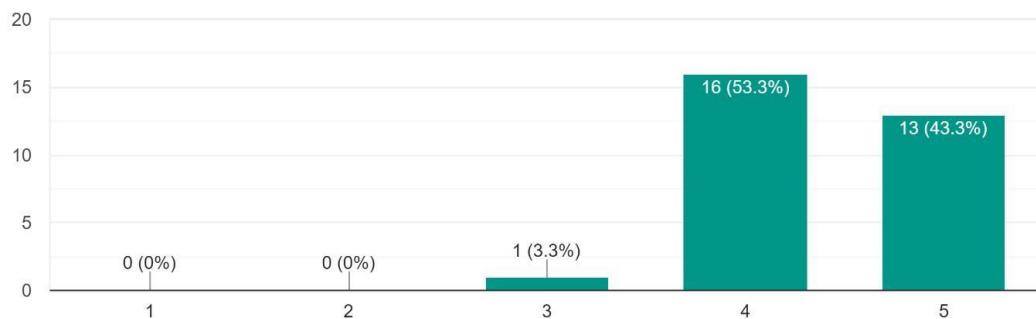
30 responses



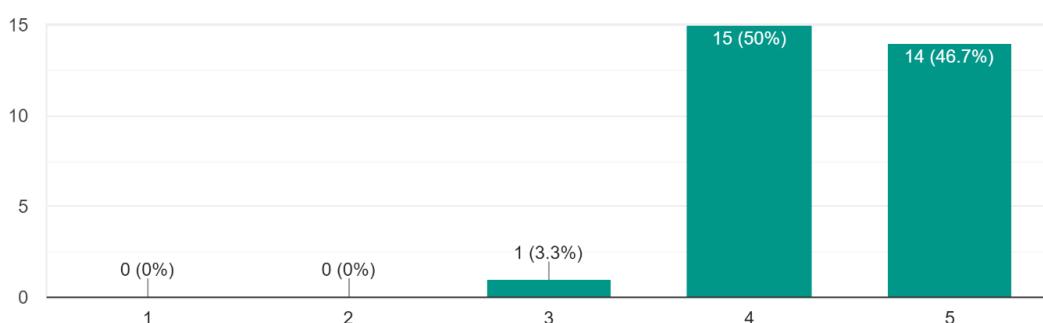


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The proposed system is capable of producing and exchanging information to improve productivity.
30 responses



The proposed system clarity and consistent instructions
30 responses

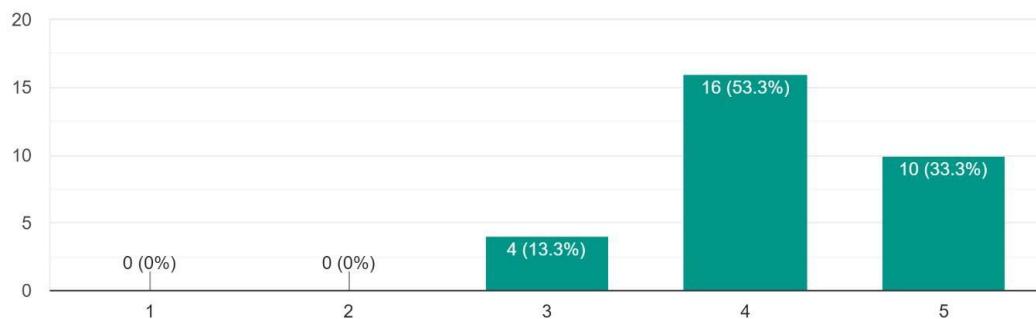




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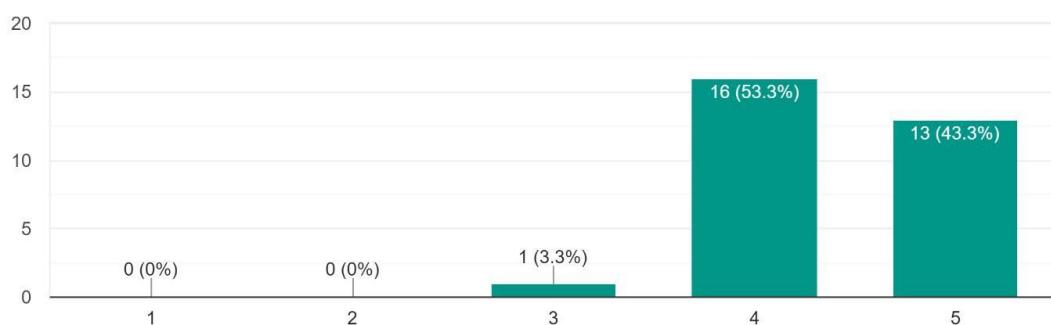
The proposed system is capable of preventing users against making input errors to achieve accurate information.

30 responses



The proposed system offers richness in the pleasant presentation of interface.

30 responses



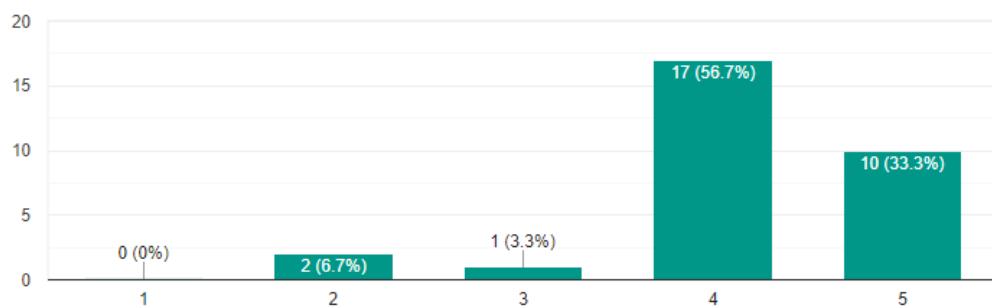


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Reliability

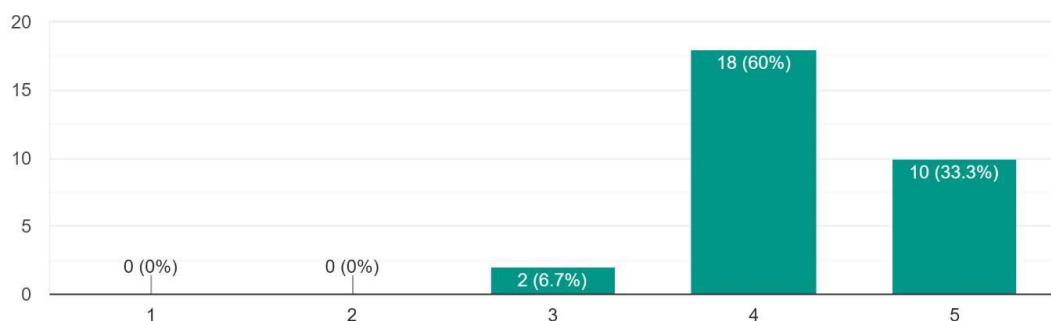
The proposed system has the ability to maintain a specified level of performance or continue functioning in the event of software fault

30 responses



The proposed system is operational and accessible when required for use

30 responses

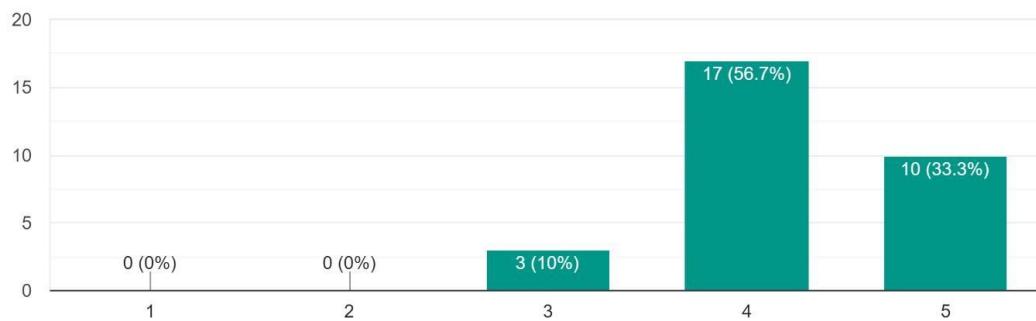




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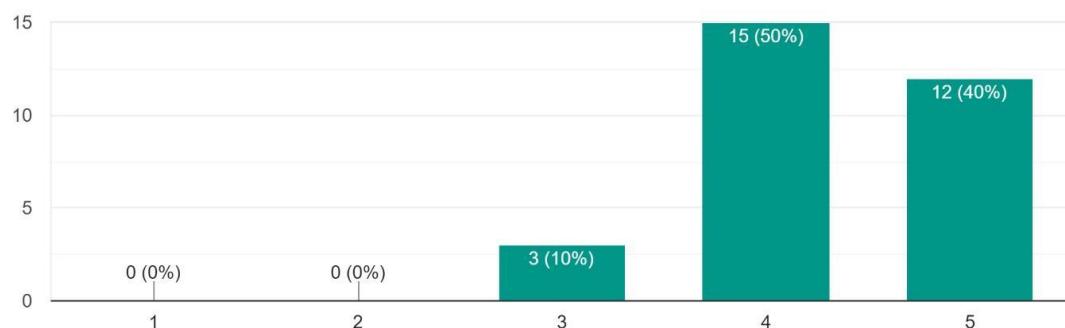
The proposed system performs specified functions under specified conditions for a specified period of time.

30 responses



The proposed system provides backup and recovery feature to avoid potential loss of data

30 responses

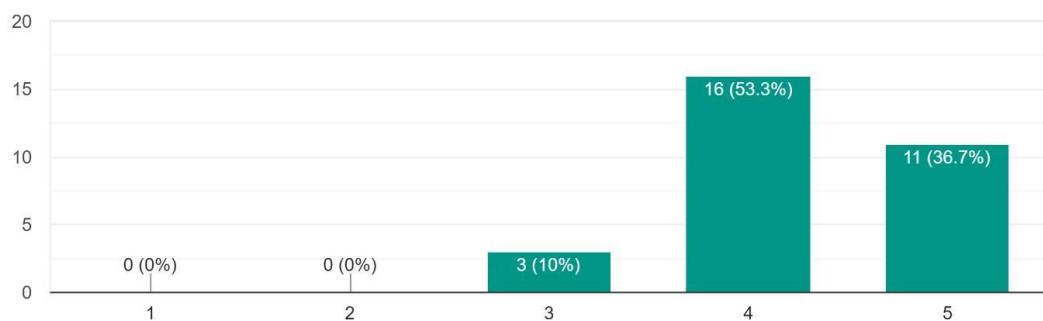




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The proposed system meets the needs for reliability under normal operation.

30 responses





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Appendix C - System Snapshots



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The image shows two screenshots of the Synergize Productivity Tool software. The top screenshot displays the 'Add Task' window with the following details:

Task Name:	Grocery
All Day:	Yes
From:	3/6/21 09:00
To:	3/6/21 15:00
Reminders:	10 mins before task
Location:	Mall
Important:	Yes
Description:	get eg

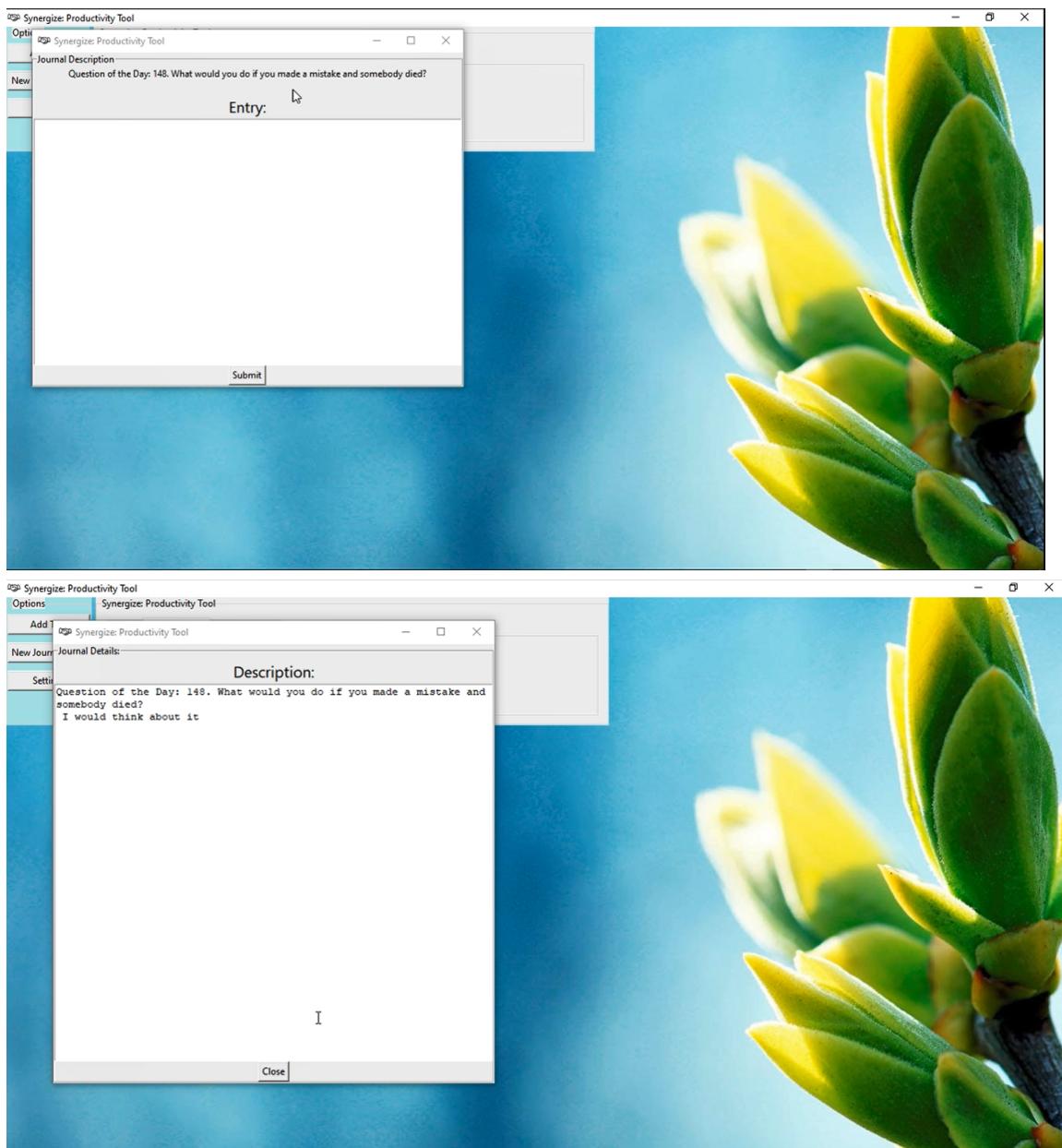
The bottom screenshot shows the task details after submission, with a status message at the bottom:

Task Name: Grocery
All Day: Yes
From: 3/6/21 09:00:00
To: 3/6/21 15:00:00
Reminders: 10 mins before task
Location: Mall
Important: Yes
Description:
get eggs and milk\n

Status: In Progress



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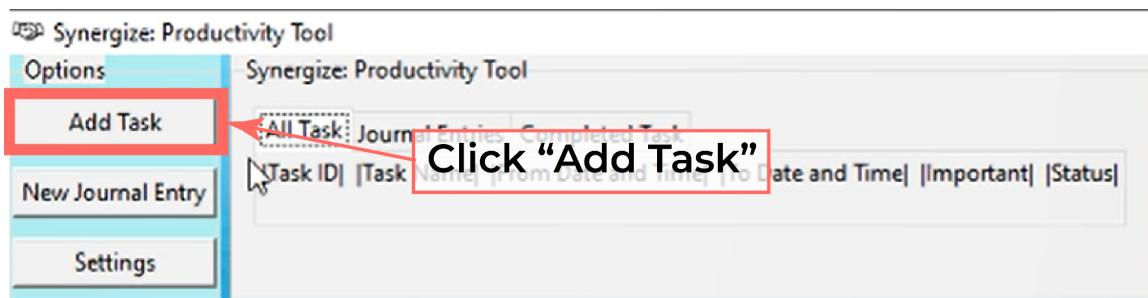
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Appendix D - User Manual

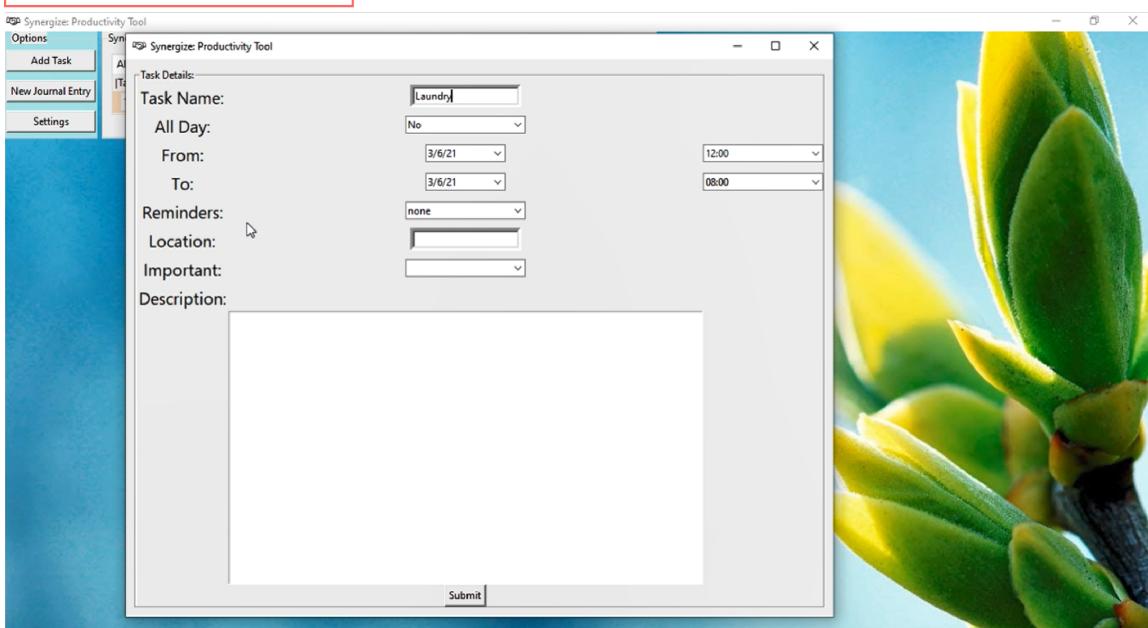


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1. Add Task

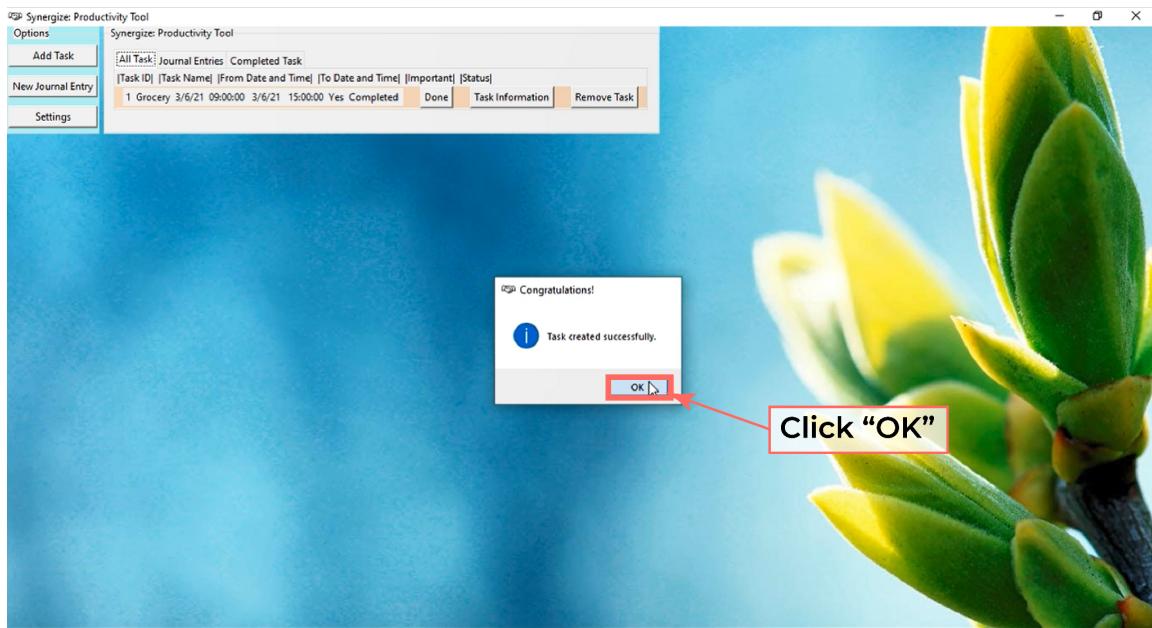


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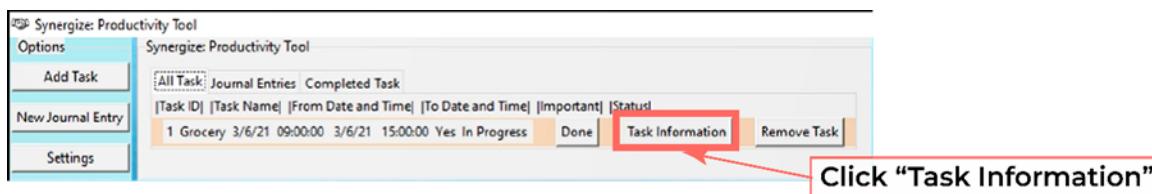




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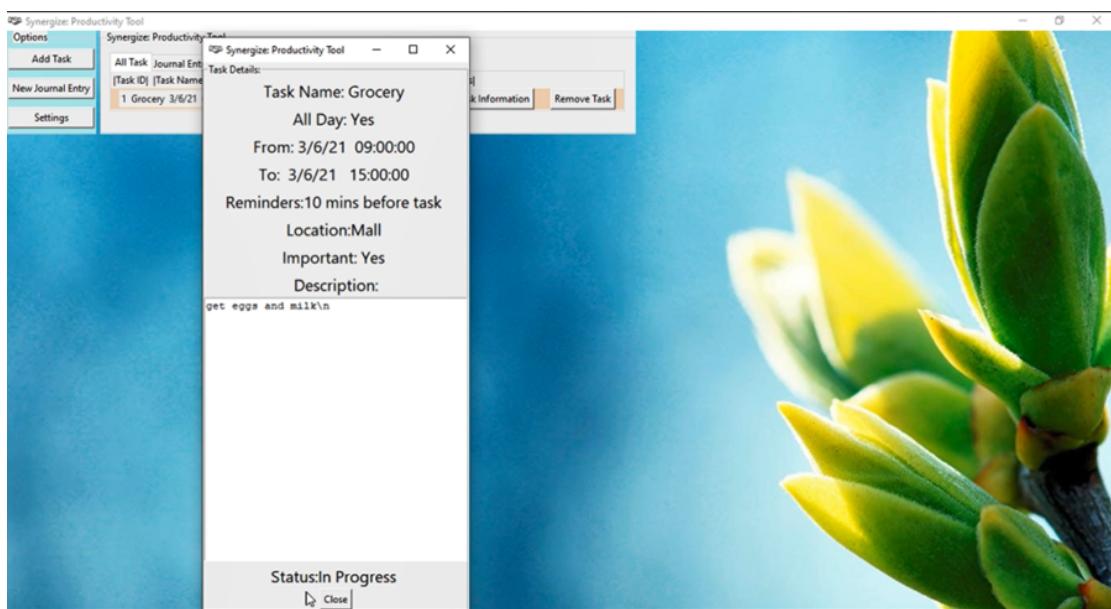


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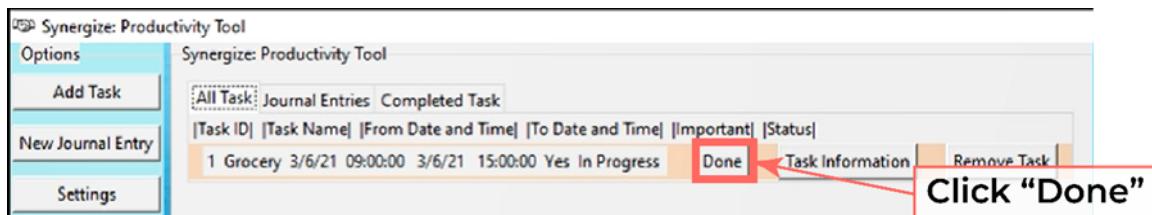




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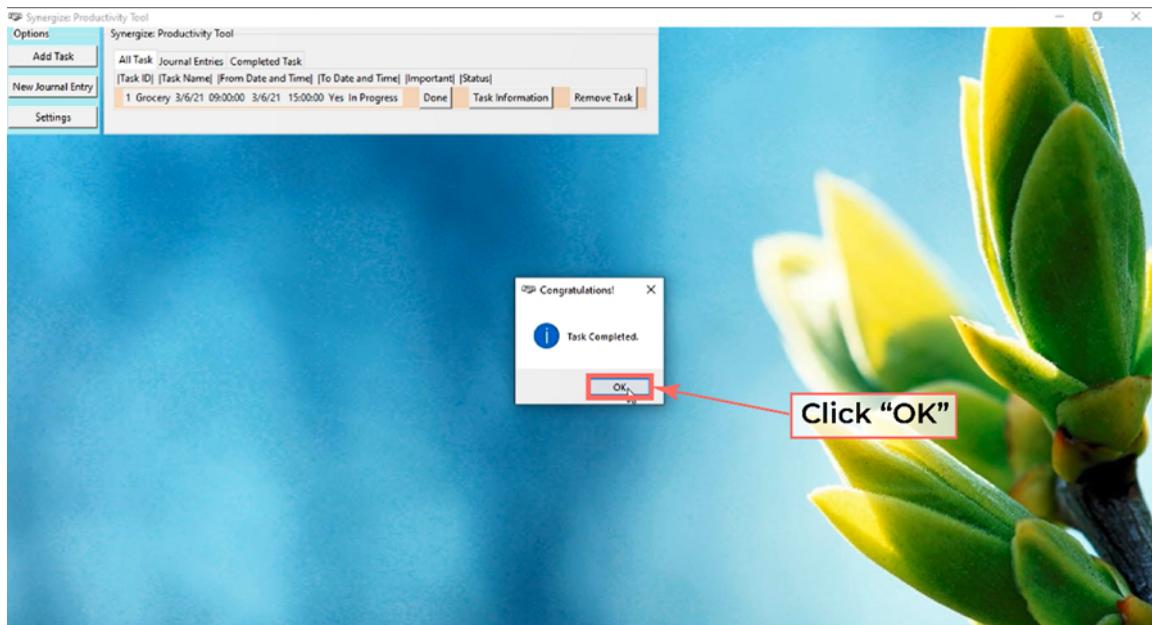


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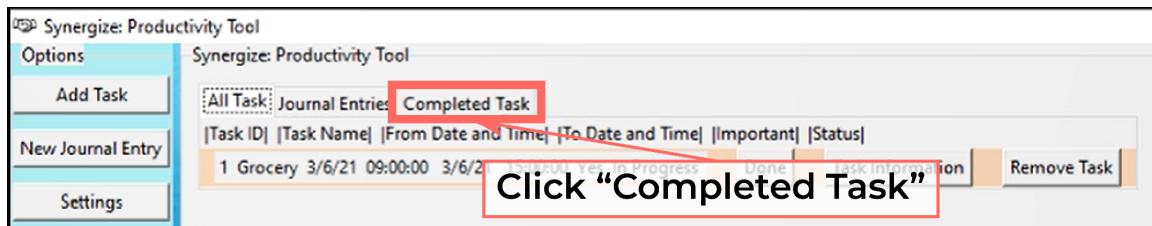




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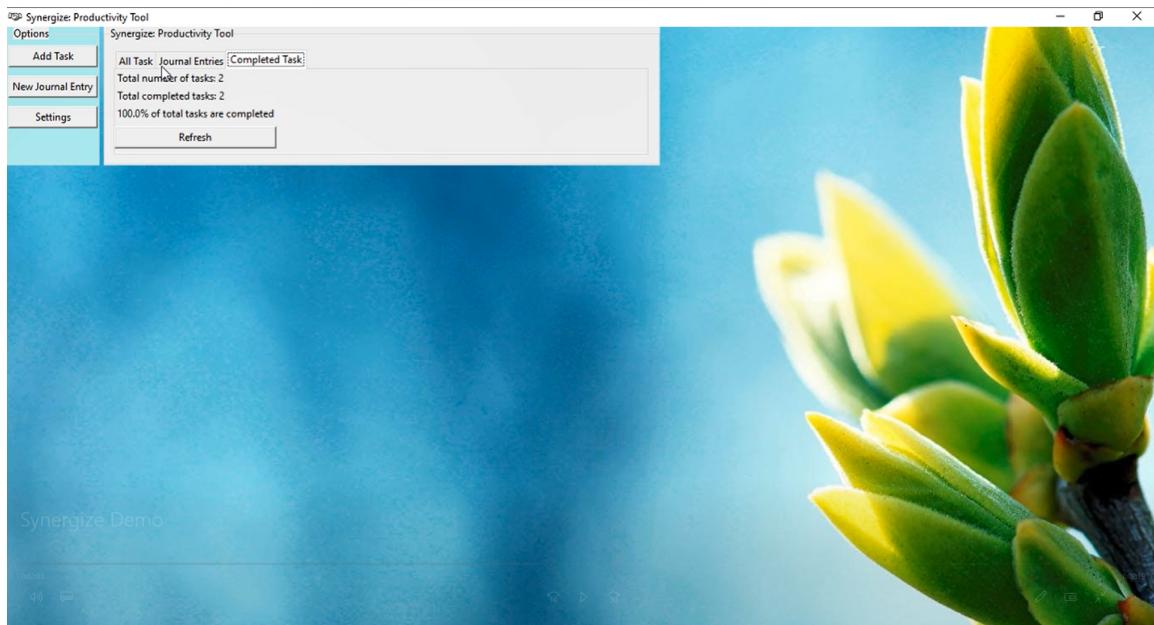


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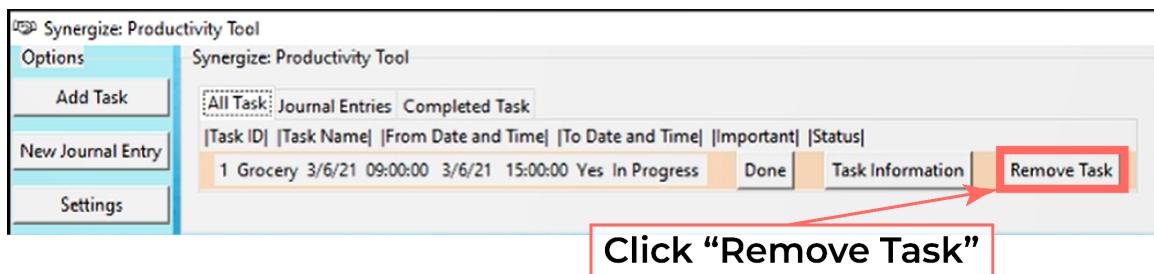




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY

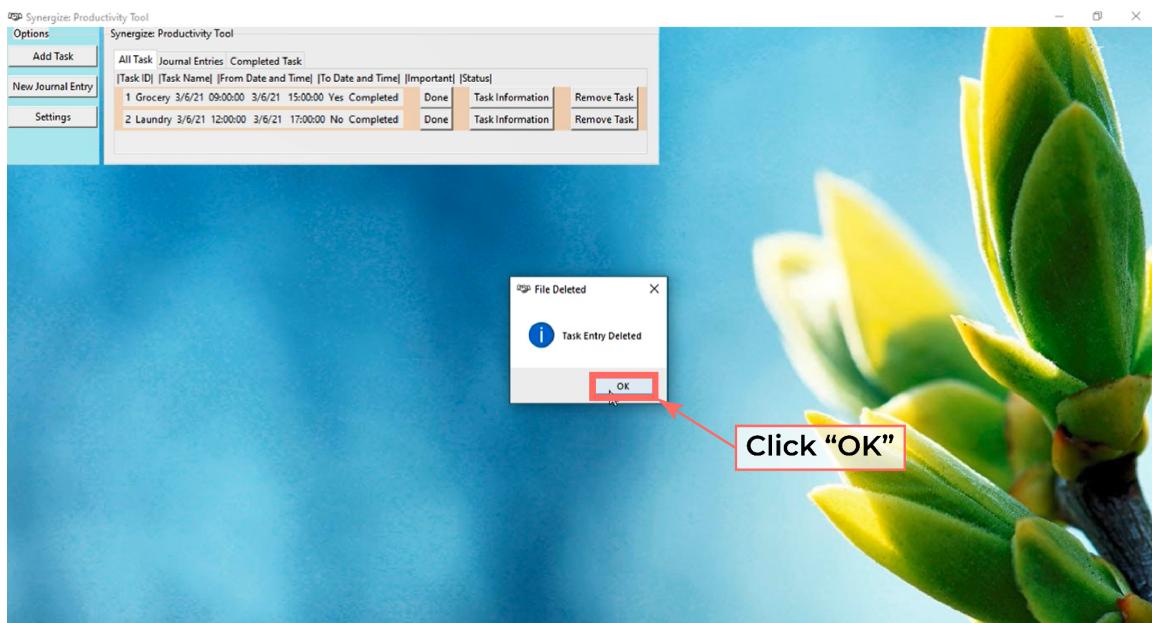
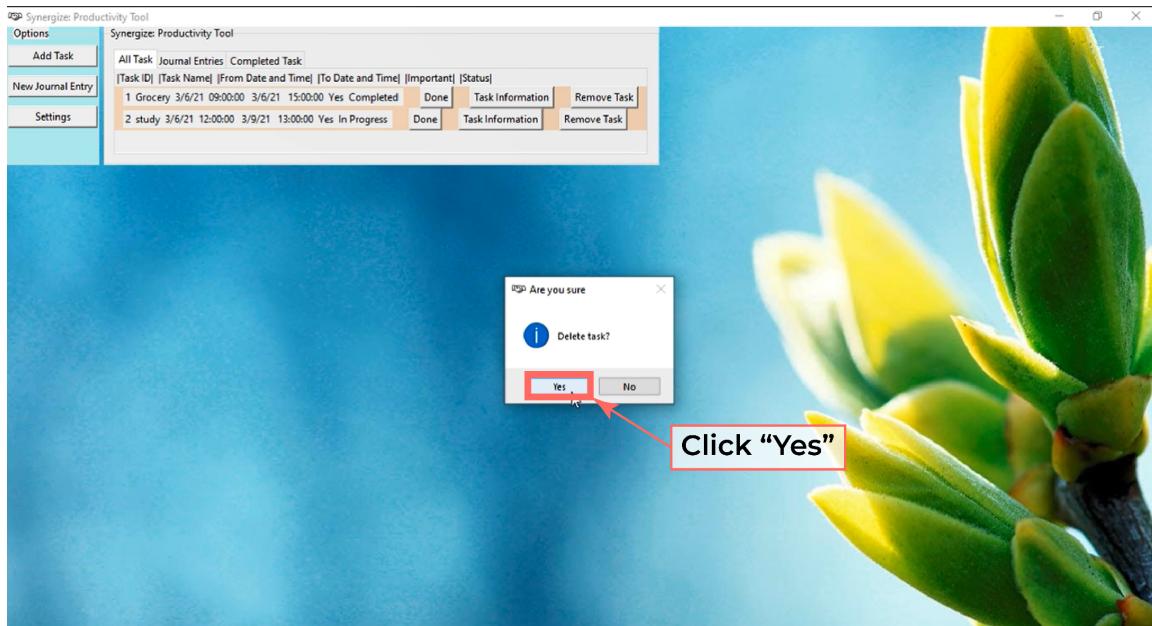


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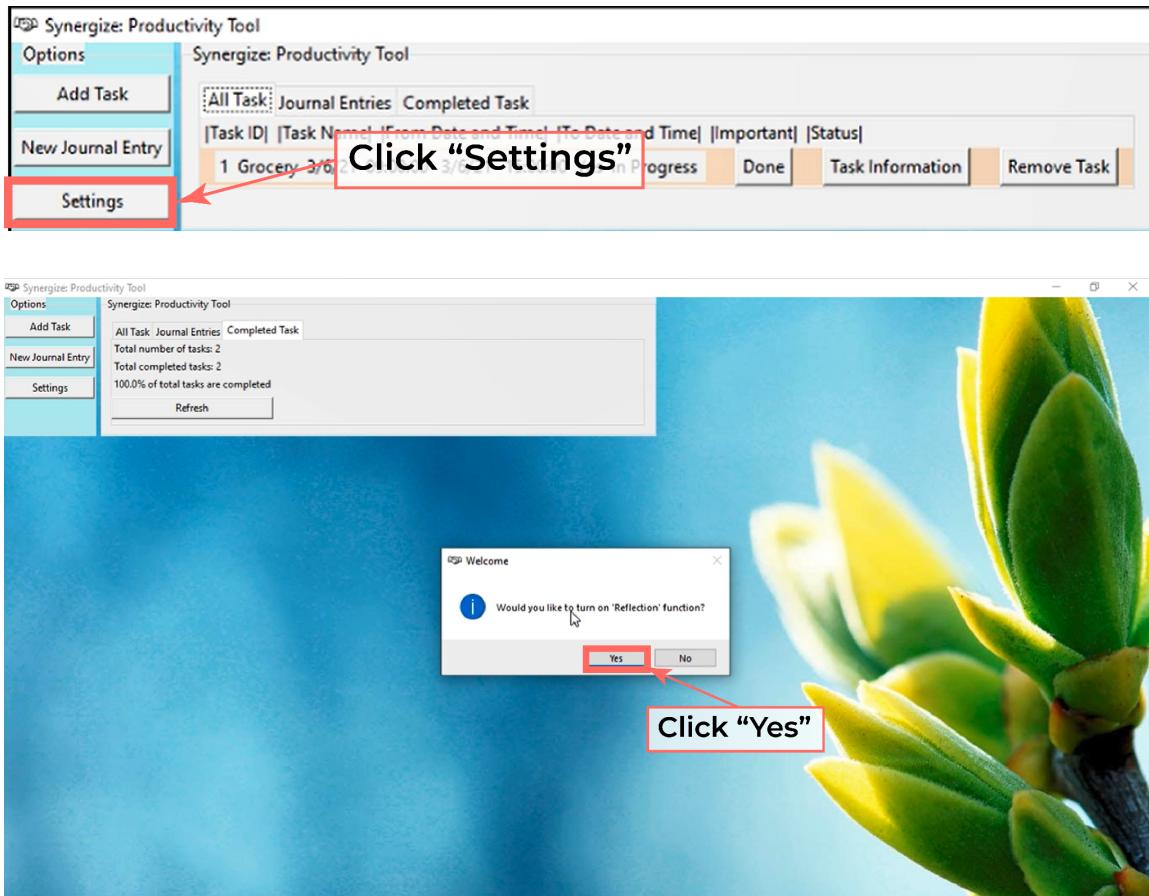
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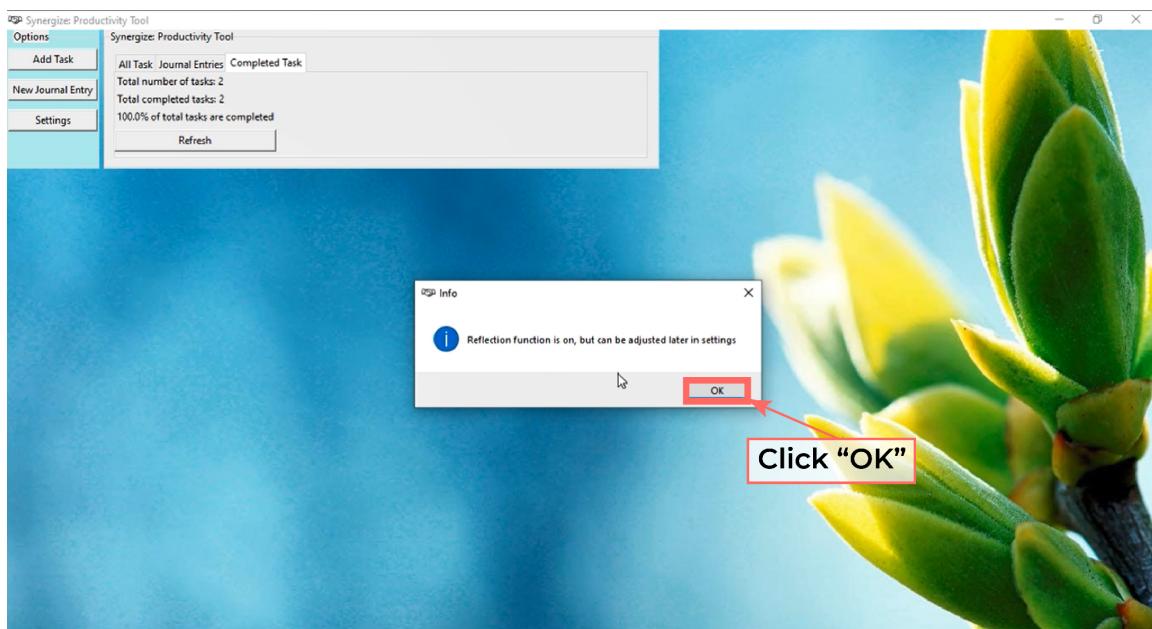
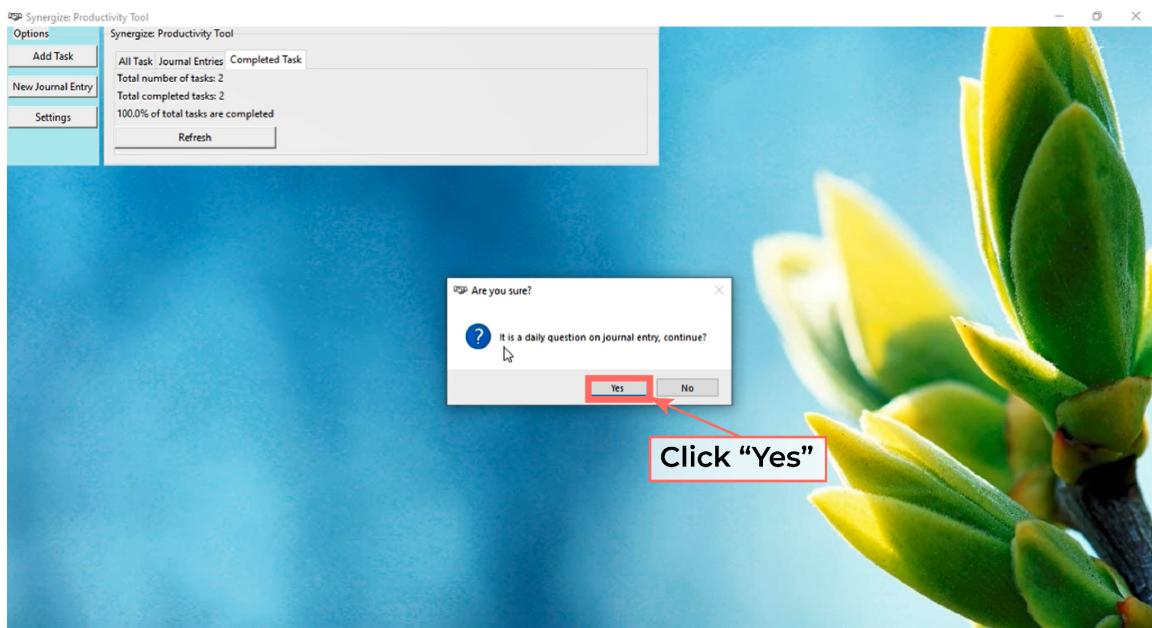


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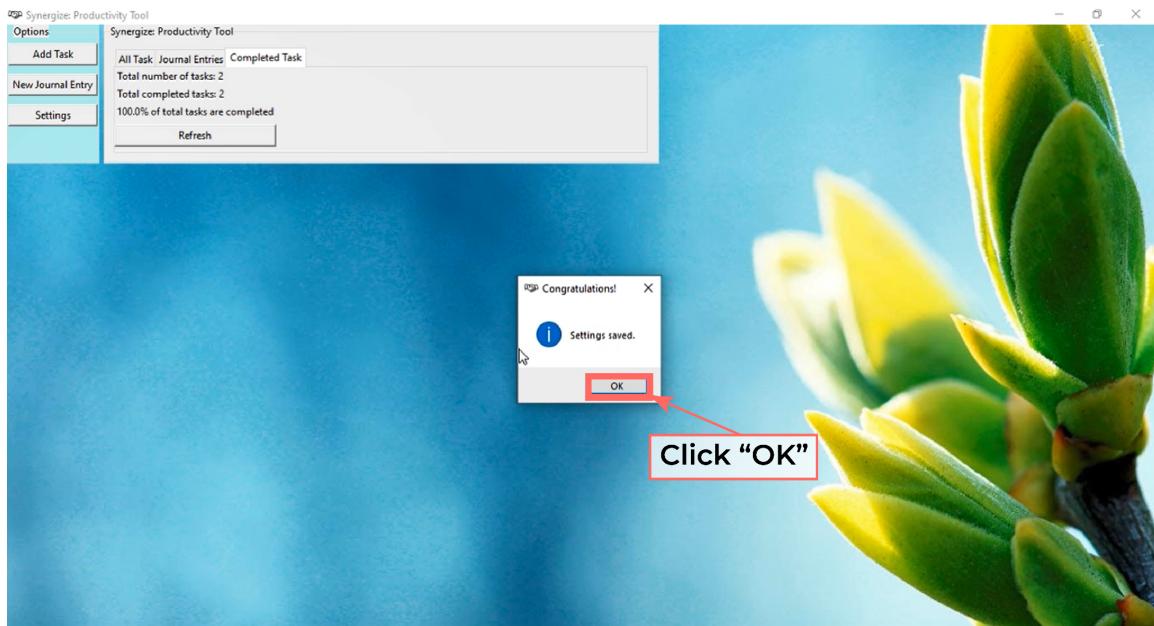


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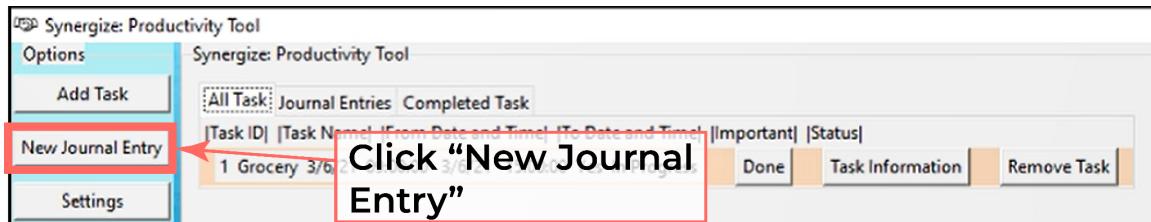




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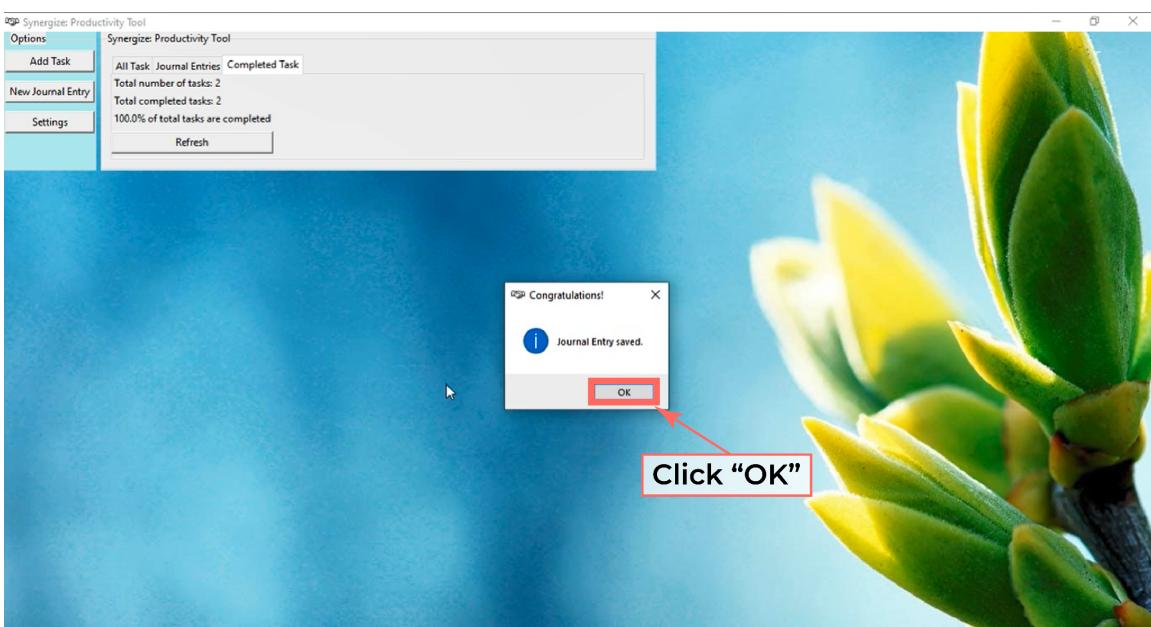
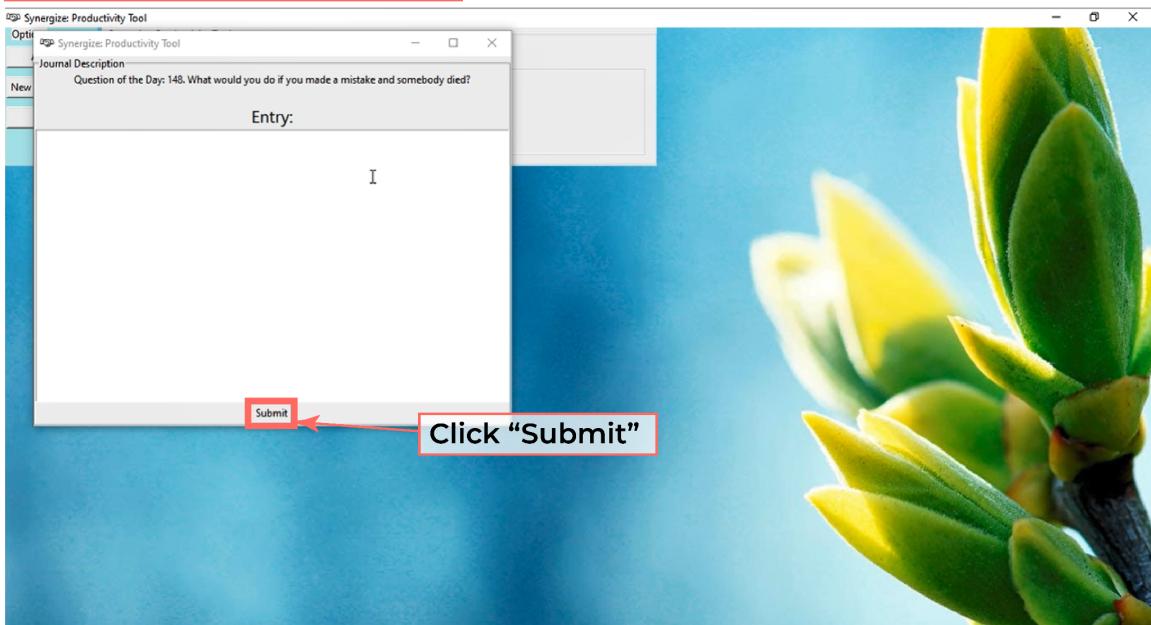
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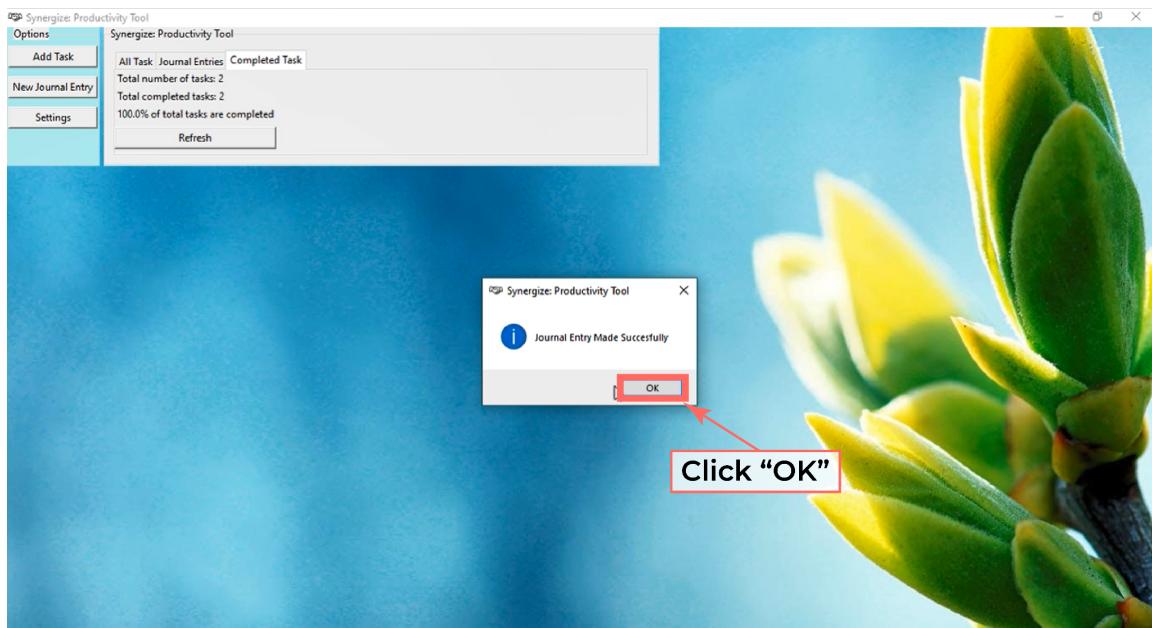
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Fill “Journal Description” form

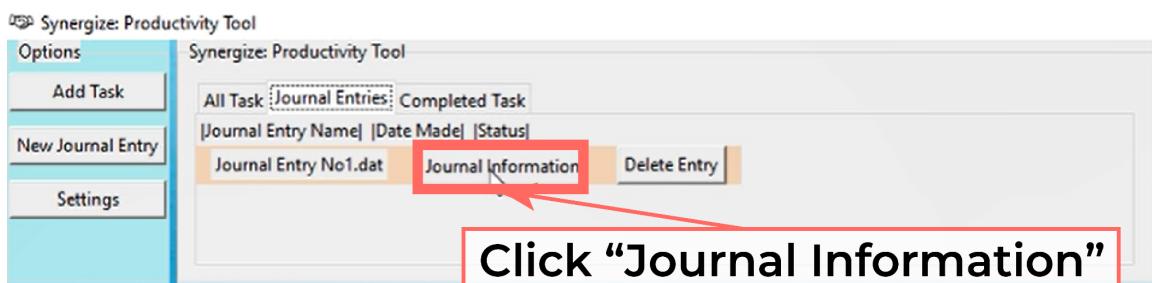
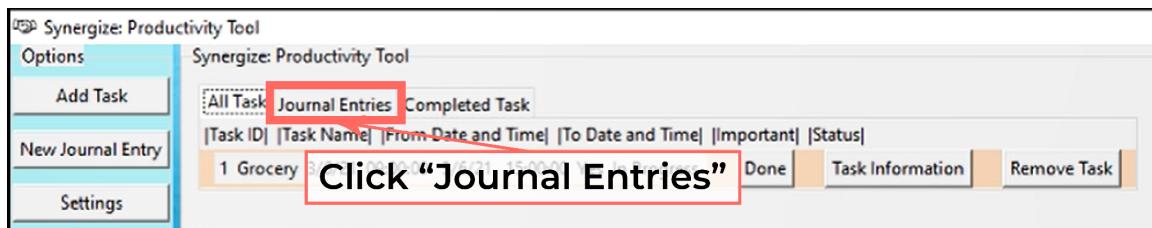




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY

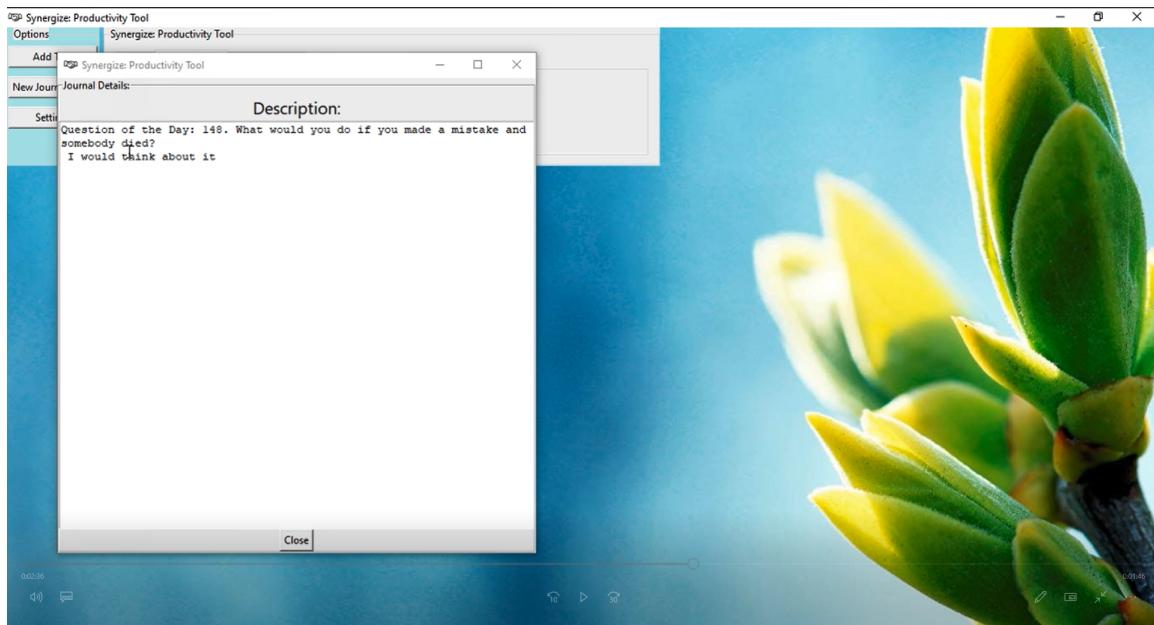


8. View journal entry.

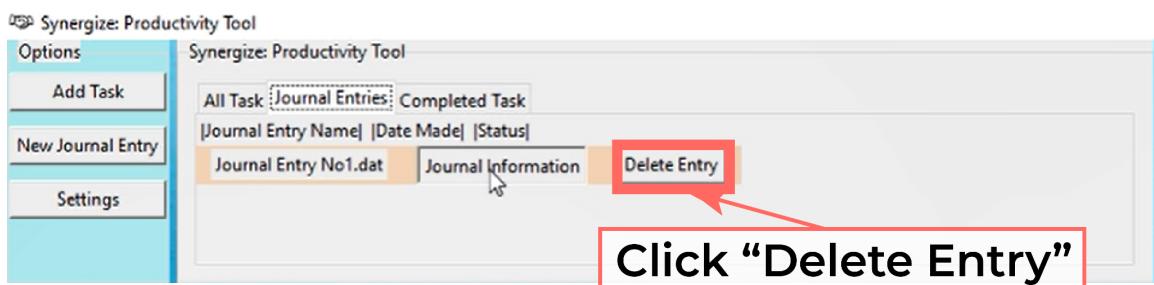




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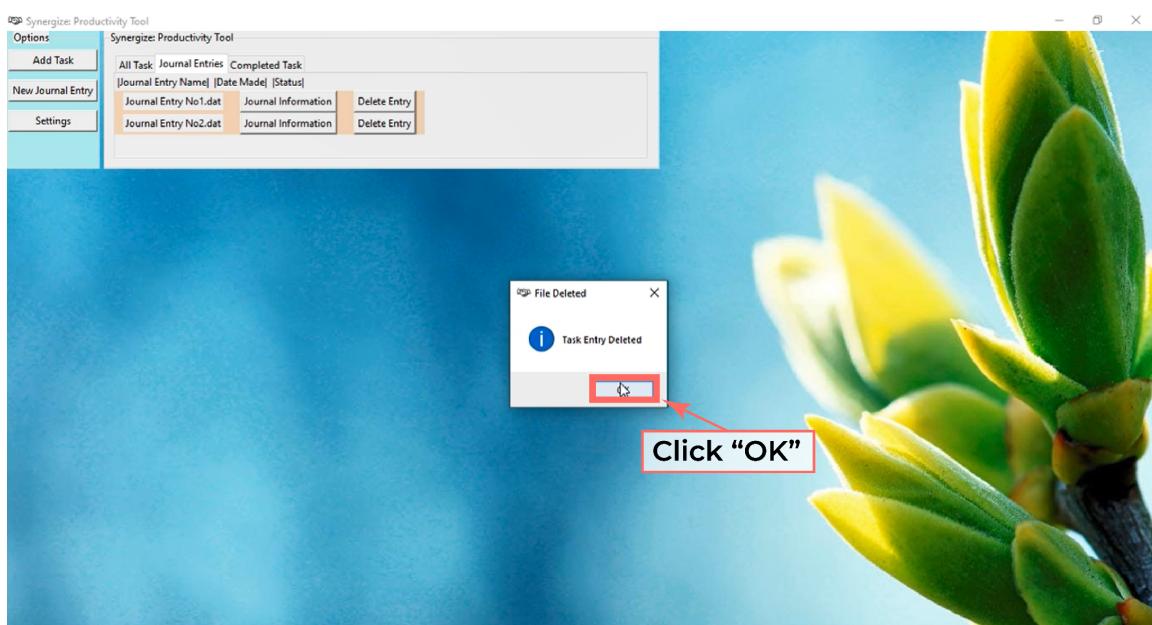
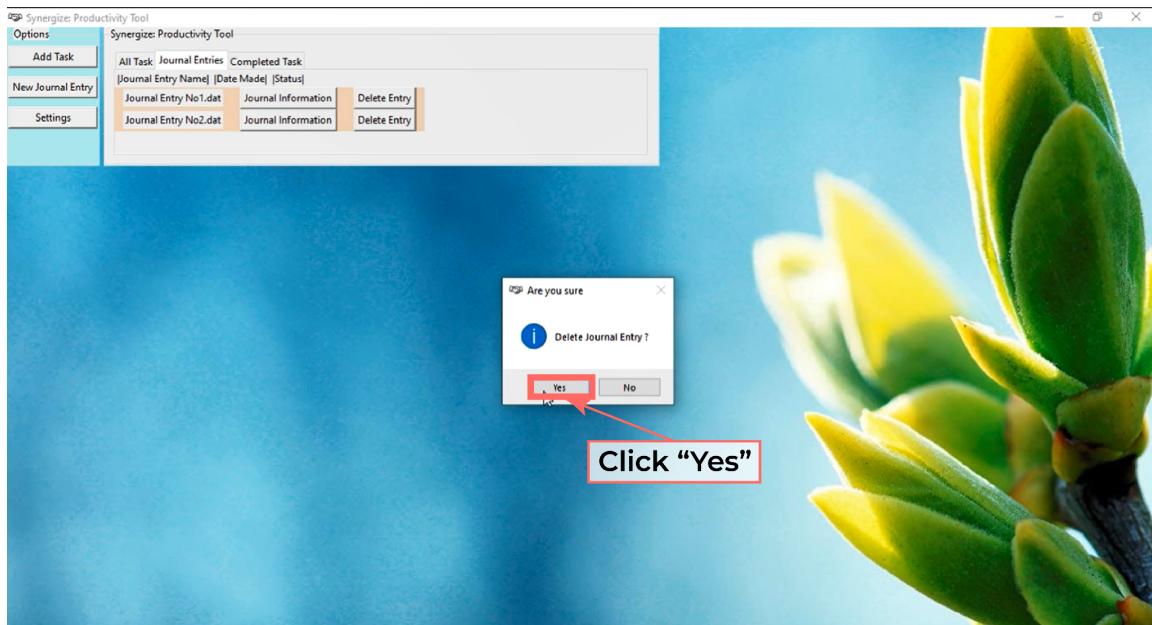


9. Delete journal entry.





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Appendix E - Certificate of Originality



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CERTIFICATION OF ORIGINALITY

This is to certify that the research work presented in the research, **MANAGING INDIVIDUAL CAPACITY APPLICATION: ROLE OF PRODUCTIVITY TOOLS IN ACADEMIC AND SELF-DEVELOPMENT CONCERN**, for the degree of Bachelor of Science in Information Technology at the Polytechnic University of the Philippines - Quezon City Branch embodies the result of original and scholarly work carried out by the undersigned. This research does not contain words or ideas taken from published resources or written work that have been accepted as basis for the award of a degree from any higher education institution, except where proper referencing and acknowledgement were made.

MARIA LOURDES B. BALBUENA

MICHELLE L. BANCIFRA

ELRIC C.J. S. ROBILLOS

Researchers

2022



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Appendix F - Grammarians Certification



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GRAMMARIAN CERTIFICATION

This is to certify that the undersigned has reviewed and went through all the pages of the research paper entitled "**MANAGING INDIVIDUAL CAPACITY APPLICATION: ROLE OF PRODUCTIVITY TOOLS IN ACADEMIC AND SELF-DEVELOPMENT CONCERN**" developed by Maria Lourdes B. Balbuena, Michelle L. Bancifra, and Elric C.J. S. Robillos aligned with the set of structural rules that govern the composition of *sentences, phrases, and words* in the English language. Also, all corrections and recommendations made have been done and/or incorporated in the final research paper.

Signed:

Celeste Beboso LPT M.A.

Grammari

Date Signed:

June 23, 2022



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Appendix G - Turnitin Plagiarism Checker Result



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ORIGINALITY REPORT

6%
SIMILARITY INDEX

2%
INTERNET SOURCES

0%
PUBLICATIONS

5%
STUDENT PAPERS

CERTIFICATION FOR PLAGIARISM CHECKER

This certifies that the thesis titled:

Managing Individual Capacity Application: Role of Productivity Tools in Academic and Self-Development Concern

by

Balbuena, Maria Lourdes B.

Bancifra, Michelle L.

Robillos, Elric C.J. S.

has passed the originality check with a detected
text-matching similarity of 6% using Turnitin Plagiarism
Detection System. This certification is issued on July 15,
2022, upon the request of the above for whatever legal
purpose, it may serve.

Signed:

A handwritten signature in black ink.

Celeste Beboso LPT MA

Grammarian



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Appendix H - Biographical Statements



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Maria Lourdes B. Balbuena

Maria Lourdes B. Balbuena was born on the 2nd day of April year 2000, in Quezon City. She completed her senior year of high school at the Asian Institute of Science and Technology Fairview with a strand Technical Vocational and Livelihood Track - ICT. Currently, she is a fourth-year Information Technology student at the Polytechnic University of the Philippines' Quezon City campus. She wants to pursue a career as Quality Assurance Tester.

Michelle L. Bancifra

Michelle L. Bancifra was born in La Union on November 23, 1999. She completed her senior year of high school at The Sisters of Mary of Banneux, Inc.'s Technical Vocational and Livelihood Track - ICT. She is a fourth-year Information Technology student at the Polytechnic University of the Philippines in Quezon City. She wants a profession in testing for quality assurance.

Elric C.J. S. Robillos

Elric C.J. S. Robillos was born on September 10, 1999, in Manila. An information technology senior student at the Polytechnic University of the Philippines' Quezon City branch is now pursuing a career in the IT industry with a focus on digital marketing and design. He is passionate in branding and creating original designs for other people. Looking forward to teaching such subjects to eager young students as he enters the world of digital marketing.



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Appendix I - Curriculum Vitae



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Maria Lourdes B. Balbuena
5 Sampaguita Street
Batasan Hills, Quezon City 1126
0969 143 0442
balbuena.lourdes.berdin@gmail.com



Summary

Seeking a position in a fast-paced professional environment with a growing firm, where I can utilize my creativity and critical thinking for the company's and my own benefit.

Skill Highlights

- Time management
- Communication (English, Filipino)
- Problem-solving
- Ability to work as part of a team
- Basic Programming

Experience

Quality Assurance Tester & Document Analyst

Polytechnic University of the Philippines | (2020-2021)

- Create test scripts and test Visitor Management System functionalities.
- Write Technical document for Visitor Management System.

Quality Assurance Tester & Document Analyst Intern | (2022)

Government Financial Management Innovators Circle(GFMIC), Inc.

- Write Operational Manual for Barangay IT Robot(BITBo).
- Design flyers, posters, and sliders.
- Write test scripts and test BITBo System functionalities.

Education

Bachelor of Science in Information Technology | 2022

Polytechnic University of the Philippines Quezon City Campus

Senior High School | 2018

Technical Vocational and Livelihood Track - ICT

Asian Institute of Science In Information Technology **Junior High School | 2016**
Batasan Hills National High School



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Primary | 2012

San Diego Elementary School

Languages

English

Filipino

Maria Lourdes B. Balbuena



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MICHELLE LACABA BANCIFRA

Blk 11 Lot 20 Kalaw St. Purok 12 Unit 5
Commonwealth, Quezon City 2112
09464236769
michellebancifra@gmail.com



Summary

To obtain any related position in a company that is suited to my own career which provides me the opportunities to enhance and spread my knowledge, skills and abilities to growth along with the company's objectives.

Skill Highlights

- Good communication skills (English and Filipino) Perform basic computer operation
- Basic Programming
- Perform visual graphics in Adobe Design, Adobe Photoshop Perform web designing through Adobe XD
- Make floor plans manually and using AutoCAD Responsible to work under pressure

Experience

Service Crew

Golden Arches Development Corporation, Inc. (December 2017 – Present)

Results Associate

ResultsCX (December 2021 - Present)

Education

College

Polytechnic University of the Phillipines, Quezon City Branch
Don Fabian, Quezon City, Metro Manila 2018 - present

Junior and Senior High School

The Sisters of Mary of Banneux, Inc.
Biga II, Silang, Cavite 2012 – 2016

Technical/Vocational Courses

Technical Drafting NC II Computer Systems Servicing NC II
Electronics Products Assembly and Servicing NC II Computer Programming NC IV
Dress Making / ISMO with Pattern Drafting Typing I / PC Operations I-IV /
AutoCAD Consumer Electronics Servicing I-III Bookkeeping / Office Procedures

Languages



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Filipino
English

Certifications

Training for Work Scholarship Program (CCS)

May 28, 2021

Seizing Success in Business and Technology

May 30, 2021

Practicing Covid-19 Preventive Measures in the Workplace

May 4, 2021

Systems Analysis and Design

April 30, 2021

Raising Leaders in a Technological Society

April 17, 2021

Free Nihongo Class

December 20, 2020

TESDA NCII Computer Hardware Servicing

May 25, 2016

TESDA NCII Technical Drafting

November 29, 2015

Leadership Development Program

July 29, 2018

Employability Skills Training

June 18, 2016

Michelle L. Bancifra



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY

ELRIC C.J. S. ROBILLOS

Blk 8 Lot 13 Phase 3 St. Bartholomew Street, SHV Quezon City
0995 089 2944

robilloselric@gmail.com



Summary

Senior Information Technology student at Polytechnic University of the Philippines Quezon City. Experienced in graphic designing and branding, and project management. Knowledgeable in using Adobe Illustrator, Photoshop, and Canva. As well as project management tools, like Slack, Trello, and Asana.

Skill Highlights

- Strategic Planning
- Problem Solving
- Social Media Advertising
- Content Creation
- Graphic Design

Experience

Creative Designer (Freelance)
Creeyo Creatives | 2018 - 2021

- Improved marketing design layout
- Established branding identity
- Highlight plan to make the brand stand out
- Built brand awareness among competitors.

UI Design Intern

Rex Bookstore Business Management | (2017 - 2018)

- Developed a new UI/UX for the Business Development Group
- Collaborated with other Institutions to Implement a new Management Structure for each department

Vice President for External Affairs

Commonwealth IT Society | (2020 - 2021)

- Created public relations among other organizations within the University
- Deployed strategies for the Organization
- Published Social Media Materials

Project Manager

Polytechnic University of the Philippines | (2020 - 2021)

- Deployed Library Management System
- Drafted strategic plan for the implementation and documentation of the



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- system
- Designed and programmed Online Library UI/UX Interface

Technical Document Analyst

Polytechnic University of the Philippines | (2021 - 2022)

- Published and distributed technical documentation, including user guides, reference guides, release notes, interface documents for software applications for Medical Records System.

Digital Marketing Intern

GIA Tech IT Solutions | (2022 - 2022) - 4 months

- Created publication materials to improve the relation with the prospective clients
- Suggested frameworks to establish connections and build brand awareness and generate new leads.

Education

Elementary - 2012

Mater Carmeli School

Junior High School - 2016

Mater Carmeli School

Senior High School - 2018

Mater Carmeli School

Bachelor of Science in Information Technology - 2022

Polytechnic University of the Philippines, Quezon City

Languages

Filipino

English

Certifications

Leadership Formation Course

Red Cross Philippines

Basic Leadership Training

Red Cross Philippines

Graphic Design - Visual and Graphic Design

Allison

Transformational Leadership

Allison

The Strategy of Content Marketing

University of California Davis

Digital Skills: Digital Marketing Accenture

Future Learn

Elric C.J. S. Robillos