

Task management Explainer

As a graduate student, managing a multitude of responsibilities and tasks can be overwhelming. From completing assignments to keeping track of grocery lists and lecture schedules, there is a lot to be done. Additionally, as an international student there is a sense of responsibility that comes with being far from home. While it may be tempting to engage in leisure activities such as watching TV or scrolling through Instagram, it is important to prioritize time effectively. To manage time effectively, I prioritize the tasks the night before. I also prepare their food in advance and wake up early to go to the gym. I have a morning routine that includes breakfast and calling their parents back in India. I use a software tool called Notion to keep track of their tasks and schedule for the day.

On days without lectures, I prioritize applying to companies for co-op or internship positions for the summer of 2023. After a considerate amount of time spent applying to companies, I cook food that can sustain for two times so that I don't have to cook again in the evening for dinner. I also spend time working on leet code problems to improve their problem-solving skills. If there are assignments due, I focus on completing them as soon as possible to gain a better understanding of the material. Additionally, I apply on workday portal to secure an on-campus job to gain necessary skills and contribute to the university. In the evenings, I try to complete one or two tasks related to their personal project before relaxing and refreshing their mind and body. Then I plan my tasks for the next day before going to sleep. While managing various responsibilities can be challenging, prioritizing and organizing tasks can help students stay on top of their work and make the most of their time.

The following is my typical day:

Tasks	Start time	End Time
Gym	6:00 AM	7:00 AM
Fresh up/ Bath	7:00 AM	8:00 AM
Breakfast	8:00 AM	9:00 AM
Home call	9:00 AM	10:00 AM
Co-op Applications	10:00 AM	12:00 PM
Cooking food	12:00 PM	1:00 PM
Lunch	1:00 PM	2:00 PM
Leet Code	2:00 PM	4:00 PM
Workday Application	4:00 PM	6:00 PM
Personal Project	6:00 PM	8:00 PM
Dinner	8:00 PM	9:00 PM
Relax	9:00 PM	10:30 PM
Plan next day	10:30 PM	11:30 PM