1. Intro

Greeting:

- Hello / Good morning / Good afternoon, <user's name>!
- My name is <your name> and I am a <some humble title>.
- Thank you for joining this session! How are you?

Explaining the goal:

- <User's name>, you were chosen because we believe your feedback can help to <purpose, goals, how you'll use results, etc. >

"Rules of the game":

- <User's name>, I'm going to ask you a series of questions that I want you to answer honestly. Frankly speaking, it might seem like an exam, but it isn't.
- There are no wrong and right answers today — any feedback is welcome. Please think aloud about everything you do.

2. Interview

User persona *(easy to answer questions to get to know the user better).*

- What do you study?

  Global Studies, Digital Humanities minor

- Please describe to me your typical day.

  I usually start my day by taking the bus to campus. Depending on my class schedule, I will go to the YRL to clock in for work or go to class. If it is a Tuesday or Thursday, I will go to a club meeting after my last class/clocking out of work. Once I am done with all of my day-to-day commitments, I will go to the gym before walking back to my apartment. On some days, I will stop by Trader Joe's to pick up a few ingredients since I usually cook once I am back at home.

Connection with the topic

- How many hours per day do you spend on homework or school related projects?

  2-4hours

- Do you find that you often have trouble finding the time to complete your homework or keep on track while completing it?

  No

- Describe how you typically complete your homework, specifically how you organize time to complete assignments.

I usually go to a place where I am almost completely alone and dedicate giant blocks of time (usually after I finish work and classes or after the gym) to finish assignment after assignment.

- What are the most common impediments to your studying?

  Procrastination, access to a quiet study place

Previous experience

- Do you take any methods to improve your time management? If so, describe them to me.
  - If yes, follow up with: has this been effective when you've implemented this method?

I usually divide up all of my assignments into smaller, manageable tasks. For example, if I have a 10 page essay to write, then I will type each section in separate documents so I feel less anxious to start the paper since it appears less intimidating as a series of smaller tasks instead of one big task. Yes, this method has been effective for me since my biggest issue is usually just starting my work.

- Have you ever used an app or website to aid your time management?

  Yes, Notion

- What are your main issues with <sites/apps/other-means mentioned before>?

Notion has a range of capabilities, which means it can be used as a time management tool but isn't specifically designed as one. Sometimes, I spend too much time doing trivial things. such as fixing my template than being productive.

3. Outro

Words of gratitude

- Congratulations! We've completed the interview.
- Thank you for sharing so many ideas, pieces of feedback, and insights. It was especially valuable to learn about <something concrete> and understand better how you <some

finding from the interview>. *Gratitude for something a user really shared sounds more sincere.*

Good bye

- Thank you! It was a pleasure talking with you.
- Have a good one! / Have a great weekend! / Bye!

If you're recording with something like Zoom, stop the recording. Take a moment to write down your clear takeaways.