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## **Contextual Inquiry**

### Guidelines:

- Identify users' time management habits and ask about them!
  - How do they prioritize tasks
  - What tasks are they more willing to re-schedule
- Ask what is their current system of staying on top of daily/weekly tasks
  - Ask them to show their system/give an example/walk you through their process
  - Ask them why they use their approach
- What things do they like/dislike about the current system they use
  - Ask them to give an example of something they like/dislike about the system they currently use.
  - Ask if there is something they “wish it did”

We don't want to limit them to just the tasks they manage digitally so allow them to be as complete as possible in their description of their “system.” Do they use a planner? Whiteboard? Chalkboard? Calendar? Something else?

Will likely take the form of an interview show and tell where users detail how they would prepare for a typical week or day. Possibly walk through hour by hour, or ask about what they do when they need to change plans or add a new task.

What are the most common “Task-worthy” events? Homework due dates? Meeting times? A weekly shopping trip for groceries/other necessities?