



TIME MANAGEMENT TOOL

A time management tool using command line to
record and track time usage

GETTING STARTED

Easy to use application

*Prompted instructions upon running program

```
Welcome to the Time Management Application!
```

```
To record time, use the following format:
```

- record DATE FROM_TIME TO_TIME 'TASK' :TAG
- record DATE FROM_TIME(AM/PM) TO_TIME(AM/PM) 'TASK' :TAG
- record today FROM_TIME TO_TIME 'TASK' :TAG
- record today FROM_TIME(AM/PM) TO_TIME(AM/PM) 'TASK' :TAG

```
To query your records, you have the following options:
```

- query today
- query yyyy/mm/dd
- query 'Task'
- query :TAG

```
To print a record of activities, use the following format:
```

- report yyyy/mm/dd yyyy/mm/dd

```
To get a list of top 10 common activities, use command:
```

- priority

```
Please enter your command: (q to quit)
```



CONCISE RECORDING

RECORD COMMAND

- Record time using today's date or key word "today" for fast recording time
- Confirmation upon successful recording

```
Enter your command: record 2023/11/21 04:30AM 05:00AM 'morning run' :RUN
Record submitted successfully
Enter your command: record today 05:00AM 06:00AM 'reading a book' :READING
Record submitted successfully
```

QUERY COMMAND

Query Information

- Query information based off date
- Use key word “today” for faster results

```
Enter your command: query 2023/11/21
```

```
ID: 49, Date: 2023/11/21, From: 04:30AM, To: 05:00AM, Task: 'morning run', Tag: RUN
```

```
Enter your command: query today
```

```
ID: 50, Date: 2023/11/22, From: 05:00AM, To: 06:00AM, Task: 'reading a book', Tag: READING
```

QUERY COMMAND

Query Information

- Query time based on related tasks
- Query time based on tag

```
Enter your command: query :TASK
```

```
ID: 22, Date: 2023/11/03, From: 08:20, To: 10:20, Task: pm 'task', Tag: TASK
```

```
ID: 42, Date: 2023/11/18, From: 04:30, To: 05:30, Task: task, Tag: TASK
```

```
ID: 43, Date: 2023/11/18, From: 21:00, To: 22:00, Task: 'task', Tag: TASK
```

```
Enter your command: query 'read'
```

```
ID: 12, Date: 2023/10/24, From: 1, To: 2, Task: 'reading, Tag: books
```

```
ID: 24, Date: 2023/11/03, From: 04:30, To: 05:30, Task: 'reading', Tag: BOOK
```

```
ID: 50, Date: 2023/11/22, From: 05:00AM, To: 06:00AM, Task: 'reading a book', Tag: READING
```

GENERATE REPORTS

- Obtain insight on time usage by generating a report
- Use key word “today” for faster results

Enter your command: `report 2023/11/18 today`

```
ID: 38, Date: 2023/11/18, From: 04:30AM, To: 06:30AM, Task: awake, Tag: AWAKE
ID: 39, Date: 2023/11/18, From: 05:30AM, To: 05:30PM, Task: "testing", Tag: TEST
ID: 42, Date: 2023/11/18, From: 04:30, To: 05:30, Task: task, Tag: TASK
ID: 43, Date: 2023/11/18, From: 21:00, To: 22:00, Task: 'task', Tag: TASK
ID: 45, Date: 2023/11/18, From: 20:02, To: 20:03, Task: 'dancing again', Tag: DANCE
ID: 46, Date: 2023/11/18, From: 23:00, To: 23:01, Task: 'making v3', Tag: CODE
ID: 47, Date: 2023/11/18, From: 03:03, To: 04:04, Task: 'something', Tag: SOMETHING
ID: 49, Date: 2023/11/21, From: 04:30AM, To: 05:00AM, Task: 'morning run', Tag: RUN
ID: 50, Date: 2023/11/22, From: 05:00AM, To: 06:00AM, Task: 'reading a book', Tag: READING
```

GENERATE REPORTS (CONT.)

```
Enter your command: report 2023/11/18 2023/11/21
```

```
ID: 38, Date: 2023/11/18, From: 04:30AM, To: 06:30AM, Task: awake, Tag: AWAKE
```

```
ID: 39, Date: 2023/11/18, From: 05:30AM, To: 05:30PM, Task: "testing", Tag: TEST
```

```
ID: 42, Date: 2023/11/18, From: 04:30, To: 05:30, Task: task, Tag: TASK
```

```
ID: 43, Date: 2023/11/18, From: 21:00, To: 22:00, Task: 'task', Tag: TASK
```

```
ID: 45, Date: 2023/11/18, From: 20:02, To: 20:03, Task: 'dancing again', Tag: DANCE
```

```
ID: 46, Date: 2023/11/18, From: 23:00, To: 23:01, Task: 'making v3', Tag: CODE
```

```
ID: 47, Date: 2023/11/18, From: 03:03, To: 04:04, Task: 'something', Tag: SOMETHING
```

```
ID: 49, Date: 2023/11/21, From: 04:30AM, To: 05:00AM, Task: 'morning run', Tag: RUN
```

PRIORITY COMMAND

Receive a list of
your top **10**
frequently done
tasks in order

```
Enter your command: priority
Priority tasks:
ID: 6, Date: 2023-10-23, From: 3, To: 5, Task: task, Tag: tag
ID: 7, Date: 2023-10-23, From: 5, To: 7, Task: task, Tag: tag
ID: 8, Date: 2023/10/24, From: 1, To: 2, Task: task, Tag: tag
ID: 10, Date: 2023/10/24, From: 3, To: 4, Task: singing, Tag: SING
Total time spent on 'singing': 2 records

ID: 13, Date: 2003/04/15, From: 03:12, To: 03:25, Task: 'amaya, Tag: is
ID: 14, Date: 2003/04/15, From: 03:12, To: 03:24, Task: 'amaya, Tag: is
Total time spent on ''amaya': 2 records

ID: 39, Date: 2023/11/18, From: 05:30AM, To: 05:30PM, Task: "testing", Tag: TEST
ID: 40, Date: 2022/04/15, From: 10:10AM, To: 11:11AM, Task: "testing", Tag: TEST
Total time spent on '"testing"': 2 records

ID: 47, Date: 2023/11/18, From: 03:03, To: 04:04, Task: 'something', Tag: SOMETHING
ID: 48, Date: 2021/02/12, From: 04:40, To: 06:40, Task: 'something', Tag: SOMETHING
Total time spent on ''something'': 2 records
```