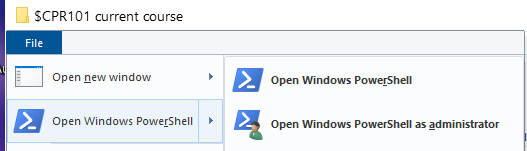
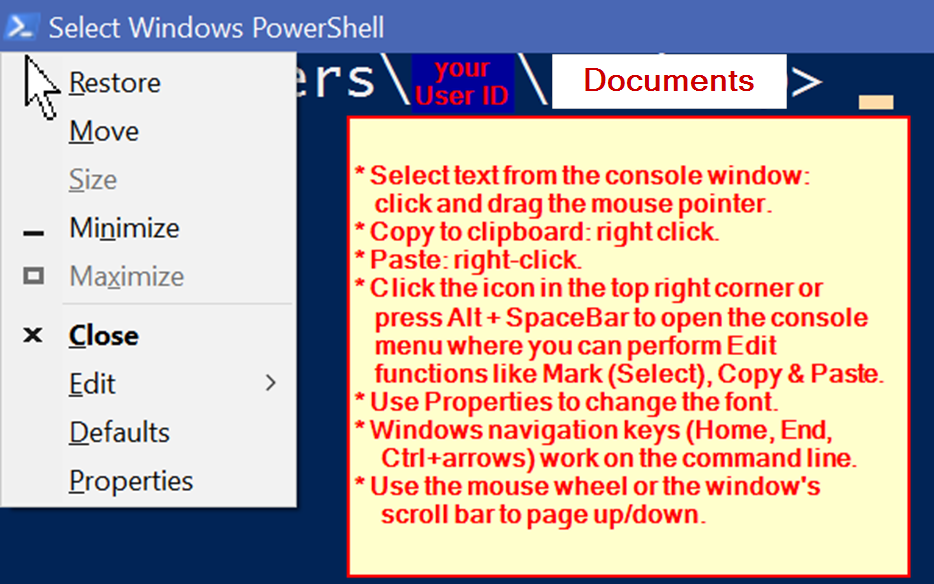
**Part 1 of 2: PowerShell**

* For Apple mac or Linux users, you must boot into Windows, use a lab PC, or install PowerShell Core (see links in this week's slide deck).
* For the first part of this activity, we will be exploring Windows PowerShell and its Command Line interface. Many PowerShell commands have aliases to similar commands usable under the Windows (DOS) or Linux command prompt making PowerShell easier to use for those with different technical backgrounds.

If you have not done so already, download today’s PowerPoint and activity document from Blackboard and put them in the **Documents** folder.

* PowerShell sessions are done *within a folder/directory*.   
  **Open a File Explorer**: Windows Key  + E
* Use the File menu to open a PowerShell command window: **Alt + F, R**
* If the PowerShell option is greyed out, you are still at “This PC”. PowerShell works within the file system. – a better UX would tell you why the option was greyed out, and to select a folder first.
* In File Explorer, navigate to the Documents folder *or any* ***USER folder*** *that is not empty and has sub-folders*, *then* open a PowerShell session there.  
  Do not start at the root! Do not just select the C: drive.   
  There are constraints and restrictions – quite sensibly – on what you can do at a drive's root.



Left click down, drag, release, Right click – copies text and whole lines.  
Alt+Left click down, drag, release, Right click – copies a rectangle of text across lines.

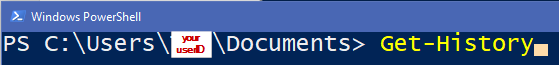
***If you see this  you are at the root of the C: drive which is not the place to start. See above.***

Delete all the above instructions or create a new document copying only the 🡺 and the numbered questions and the answer boxes.  
 −10% cost if you make me wade through all the stuff you were asked to delete.

**36 points, 3 points for each of 12 questions in Part 1** of 2. Many answers can be copied from the PowerShell session and pasted in box below the question.

🡺 Your name: Student No.: UserID: @mySeneca.ca

At the PS (PowerShell) prompt, enter the **get-history** command.  
PowerShell’s native commands are of the form: **verb-noun** or **action-object** (hyphenated without a space).   
As in Visual Studio, the TAB key can help to complete commands, switches, and parameters. Try **get-h** [**TAB** **TAB]**



1. 🡺 What was the response to the **get-history** command? (The answer is not nothing so long as you opened PowerShell using File Explorer as described above.)

1.

*Note:* to find a previously run command, use the up-arrow key to recall commands from the history stack to the command line. To see all previously run commands, use get-history at any time.

1. Enter the command:  **get-help**

You may see this on a lab computer or possibly on your own computer:  
 **Do you want to run Update-Help?  *yes, you do.***   
 The Update-Help cmdlet downloads the most current Help files for Windows PowerShell modules,   
and installs them on your computer.   
For more information about the Update-Help cmdlet, see http://go.microsoft.com/fwlink/?LinkId=210614.  
 [Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): \_ **🡨 Enter Y=Yes**

**On your own computer,** [be sure you have all the help modules](https://stackoverflow.com/questions/39834452/powershell-fails-with-update).   
Launch another PowerShell console via **Run as Administrator**.   
The first three steps are optional, normally a good idea, and usually ensure Update-Help runs without errors.

1 **> $updates = Start-WUScan** [scans for available Windows Updates, stores in variable]

2 **> $updates** [shows available Windows Updates]

3 **> Install-WUUpdates -Updates $updates** [installs available Windows Updates identified by the WUScan]

4 **> Update-Help -Force -ErrorAction SilentlyContinue** [the update runs without stopping at the first error]

You may see some error messages in red text like this:  
 **Update-Help : Failed to update Help for the module(s) 'ConfigDefender, Microsoft.WSMan.Management, PSReadline, WindowsUpdateProvider'**

No worries. It has been a [known problem](https://github.com/MicrosoftDocs/windows-powershell-docs/issues/139) for some time.

🡺 after running > **get-help** (again) What is the **SHORT DESCRIPTION** that was output? (scroll up to see all the help text)

2.

1. PowerShell can get information about various system processes or services.   
   Try > **Get-Process**  
   Now try > **Get-Process | sort-object CPU -descending | select -first 10**and copy/paste the output here. You can probably guess what the command will do.  
   It shows the top 10 processes using the most CPU seconds.  
   🡺 copy/paste the text of the top 10 processes here

3.

FYI, the equivalent command on a Linux/Unix system, is very cryptic (and will not run in PS):  
> ps aux | sort -nrk 3,3 | head -n 10

1. Enter and run each of these three commands, one at a time:   
   **> dir   
   > ls   
   > get-childitem**

If there is no output, it means there is nothing to list at the current location (directory)  
A good interface would say "This folder is empty." like File Explorer does.  
If there is no output, **navigate to the Documents folder *or any folder that is not empty* and repeat.**

🡺 Do you recognize any of these commands? Did they all do the same thing? What did they do?

4.

1. Copy about 10 lines of output from the last of those commands and paste here.

5.

1. Enter the commands:   
   **> Set-Location ..** or the DOS/Unix equivalent **> cd ..**  
   **> get-childitem -recurse**What was different about the output this time?

6.

1. Enter the command: **get-childitem -recurse > desktopItems.txt**What was different about the output this time? (If not sure what happened, see the next task.)  
   The answer isn’t “nothing”. Try **dir** or **ls** or **get-childitem** and look for something new.

7.

1. Search for the desktopItems.txt file using the TAB key.  
   Type: **\*.txt***[press TAB key]* or type: **des***[press TAB key]**Note: do not type a space following the* ***\*.txt*** *or* ***des*** *characters, just press the TAB key.*Depending on the number of files in the Desktop folder matching the **\*.txt** wildcard or files beginning with **des**, you may have press the TAB key multiple times. Once you see **.\desktopItems.txt** *press the Enter key*. What happened?

8.

1. Make a copy of the desktopItems.txt file. To find the command to copy a file:  
   Remember the **verb-noun** or **action-object** format, hyphenated without a space.  
   > **get-help copy\*** *will find PowerShell commands starting with “copy”* One of them is used to copy a file.> **get-help** PowerShellC*ommandName*  will show a command’s parameters  
   When entering parameters for the copy command, typing **des***[TAB,TAB,TAB,…]* will insert the name of a file beginning with "des". This avoids typing mistakes when identifying your desktopItems.txt filename.  
   What is the PowerShell command, including parameters, to copy that file?

9.

1. For the delete command,
   1. > **get-alias del** (or **rm**) will show the PowerShell name for the DOS or \*nix command.   
      What is the PowerShell command to delete/remove a file?

10 a.

* 1. > **get-alias -Definition**  PowerShellC*ommandName*  (from a. above)List all the aliases for the PowerShell deletion command.

10 b.

1. Delete the **desktopItems.txt** file.   
   What was the PowerShell command, including parameters, you ran to delete the file?

11.

1. Finally, run the **get-history** cmdlet. Copy the text output and paste here (not a screen image)

12.

**tomorrow** *(noun)* – a mystical land where 99% of all   
human productivity, motivation, and achievement is stored.

**Part 2: ~~Time~~ Attention Management**

*We don’t have a time management problem; we have an* attention *management problem.*

You know what to do. Sit down and finish the task. But you don’t. Why? Read this…  
<https://www.bakadesuyo.com/2016/09/how-to-be-productive-2/> and this… <https://getpocket.com/explore/item/how-to-beat-procrastination-backed-by-science>

[Delayed gratification](https://en.wikipedia.org/wiki/Delayed_gratification) and [grit](https://en.wikipedia.org/wiki/Grit_(personality_trait)) is the ability to resist an immediate reward (checking [social media](https://www.google.ca/search?num=20&q=%22social+media%22+dopamine+addiction)) in favour of a later reward (course work now, better grades later). But the trouble with delayed gratification is that it takes too long.

More things to consider…if you have time:

* "Procrastination has been around since the start of modern civilization." You've got lots of company. <https://dariusforoux.com/beat-procrastination/>
* [Time management isn’t the problem – our attention span is](https://www.theglobeandmail.com/opinion/article-squirrel-we-must-zero-in-on-improving-our-attention-management/)
* Pay attention to your ⚠TTENTION
  + [“I think, therefore I am distracted.”](https://ideas.ted.com/4-simple-exercises-to-strengthen-your-attention-and-reduce-distractibility/)
  + Your [brain and attention](https://www.youtube.com/watch?v=UQzvNIIMayo) from [Amishi Jha](https://www.youtube.com/results?search_query=amishi+jha), a neuroscientist with useful info
  + [I Used to Be a Human Being](http://nymag.com/selectall/2016/09/andrew-sullivan-my-distraction-sickness-and-yours.html) Andrew Sullivan's widely read essay
* Not knowing where to begin is a common form of paralysis (AKA procrastination). Composer John Cage's advice: *Begin anywhere*. Just begin, even for only two minutes. Newton explains: tasks in motion tend to stay in motion. Tasks at rest tend to stay at rest.
* [Working within constraints](https://getpocket.com/explore/item/the-weird-strategy-dr-seuss-used-to-create-his-greatest-work) can be better than a blue sky and a green field.
  + [Pomodoro Technique](https://francescocirillo.com/pages/pomodoro-technique) -- now a classic method of getting it done in 25 minutes. (The time limit is a constraint.)
* Why Do We Procrastinate? And what to do about it.   
  <https://www.youtube.com/watch?v=pKyHX0zqynk> 8 ½ minutes
* Good ideas of time management in a manageable 10 minutes:  
  How to Manage Time, Reduce Stress and Increase Happiness  
  <https://www.youtube.com/watch?v=N4YVLkuRBe8>
* [You Don't Have a Procrastination Problem, You Have an Impulsivity Problem](https://lifehacker.com/you-dont-have-a-procrastination-problem-you-have-an-im-1762132605)  
  Procrastination may be the world's most popular form of time management but [it isn't all bad](https://www.google.ca/search?q=procrastination+may+not+be+bad).
* [Procrastination Research Group](http://www.procrastination.ca/) – podcasts and research from Carleton University in Ottawa
  + procrastination provides 'short-term mood repair' when a task we don’t want to do – but should do – overwhelms us. [Blog post from a researcher](https://www.psychologytoday.com/ca/blog/dont-delay/201405/the-role-goal-focus-in-reducing-procrastination)
* [Windows 10 Focus Assist](https://www.google.ca/search?q=Windows+10+Focus+Assist)
  + https://www.howtogeek.com/435349/how-to-disable-windows-10s-annoying-focus-assist-notifications/

|  |  |
| --- | --- |
| ***Because you don't have enough time, run YouTube videos at double speed.***   * In the Attention Economy, technology and media are designed to maximize our screen-time. Your 3 min. 48 sec. is time well spent at <http://humanetech.com/designers/> (also at <https://www.youtube.com/watch?v=tf9ZhU7zF8s>). Then [Take Control](http://humanetech.com/take-control/) over the devices and apps that take your time away. The Center for Humane Technology, formerly [timewellspent.io](http://www.timewellspent.io/), was co-founded by [Tristan Harris](https://www.google.ca/search?q=Tristan+Harris), the “closest thing Silicon Valley has to a conscience”. * How to build your own [time machine](https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time) (12 min.) * Inside the mind of a master procrastinator (18 min.) <http://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator> |  |

* If you waste time making a time machine, is time really wasted?   
  <https://www.bakadesuyo.com/2018/11/wasting-time-on-the-internet/>
* [How to Beat Procrastination](https://www.shopify.ca/blog/70558405-how-to-beat-procrastination-3-motivating-articles-to-read-over-the-weekend) from the Shopify Blogs
* [Two Things Killing Your Ability to Focus](https://hbr.org/2016/08/the-two-things-killing-your-ability-to-focus)
* [How to Make Yourself Work When You Just Don’t Want To](https://getpocket.com/explore/item/how-to-make-yourself-work-when-you-just-don-t-want-to)
* Brain hacks to get more done  
  
* [Forest:](https://www.digitaltrends.com/mobile/app-attack-forest-stay-focused/) [smartphone](https://mashable.com/article/forest-app-productivity-focus-review/) [game you play](https://www.mindfultechcoach.com/2017/09/14/review-forest-app-stay-focused-be-present/) by [*not* using your phone](https://qz.com/1112713/urb-tech-dependence-with-an-app-that-plants-trees-as-a-reward/)
* "An unwelcome consequence of living in a world where everything is 'easy' is that the only skill that matters is the ability to multitask. …which is a flimsy basis for a life." [Tim Wu](https://www.nytimes.com/2018/02/16/opinion/sunday/tyranny-convenience.html) author of “The Attention Merchants: The Epic Struggle to Get Inside Our Heads” The result may be [I have forgotten how to read](https://www.theglobeandmail.com/opinion/i-have-forgotten-how-toread/article37921379/).
* **You don't have time for a full night's sleep? You've got it backwards.**The reason you don't have time is you don't get enough sleep. See [this](https://jamesclear.com/better-sleep) and [this](https://www.studyinternational.com/news/the-impact-of-sleep-on-academic-performance/).
  + [Research](https://www.google.com/search?q=impact+of+sleep+on+academic+performance): sleep quality and quantity are closely related to student learning capacity (attention, memory) and academic performance (problem-solving, GPA).   
    e.g. Curcio et al, 2006. There is even a [Wikipedia page](https://en.wikipedia.org/wiki/Effects_of_sleep_deprivation_on_college_students).
    - Sleep = better learning and academic performance.
    - [Too little sleep](https://www.healthline.com/health/sleep-deprivation/effects-on-body#1) = missing a [sleep cycle](https://www.psychologytoday.com/ca/blog/between-you-and-me/201307/your-sleep-cycle-revealed) for 5 – 7 nights will lose you ~15 IQ points (Cohen, 1997. *Sleep Thieves*) You will be 2.5 – 5 times more likely to become ill – just like your mother said – due to a lowered immune system. Also: weight gain, exercise shortfall, mental health issues such as depression, anxiety, and feeling 'stressed out' (high cortisol levels) all of which consequently make you less effective resulting in everything taking more time that you already don't have enough of.

**What four things will you do to be successful with time? (64 points)**There are no right answers here except the answers that are right for you. Four simple one line bullets of what you will do are worth 16 points ***in total*** (4 points each). ***Explanations*** of ***why*** you will take action (goals) and ***how*** you will take those actions over time (process) is worth the other 50 points (12.5 points each).

**\*\*\* Please delete the above Part 2 instructions above before submitting. \*\*\***

Attention Management and Time Choices

1. What you'll do 🡺

1. Write a To-Do-List for my day

* 1. Why and how you'll do it 🡺

1 a. I've came to this decision by experiencing both having a day with and a day without a pre-written plan; and I found that I am more productive when I know what I want to do today and when I prioritize my tasks of the day. I used to write down my to-do-list on paper and highlight the tasks based on their importance, but now I have this application called Todoist that does the same function with a better user interface and in an organized platform.

1. What you'll do 🡺

2. Start the day optimistic and with good vibes

* 1. Why and how you'll do it 🡺

2 a. I believe if you start the day energetic and fresh, you have the enough power until the end of the day; therefore, you can do more tasks in a day and be more productive while doing them. What I do to start off the day fresh is meditating, doing some special stretching exercising, listening to a morning podcast, reading a valuable piece of tech-related news, and in the best scenario, going for a walk and breathing in the fresh air. I then write my to-do-list and start fighting the day :)

1. What you'll do 🡺

3. Do the unimportant tasks of a day alongside the important ones

* 1. Why and how you'll do it 🡺

3 a. I will not simply wash the dishes while doing nothing else but looking to the plates and glasses; What I do is listen my favorite podcast and enjoy my time washing the dishes. I cannot use my eyes to read my book or watch my series while washing, but I can use my ears to listen. I apply this technique to any other so-called unimportant tasks of my day. I try to get the best out of my time when tackling those tasks. With this method, I am able to have the optimal performance for the day. Other examples of this time-saving technique are reading a book while I'm in the bus and watching my favorite series while I'm doing reps of workout.

1. What you'll do 🡺

4. Not paying much attention to the social media

* 1. Why and how you'll do it 🡺

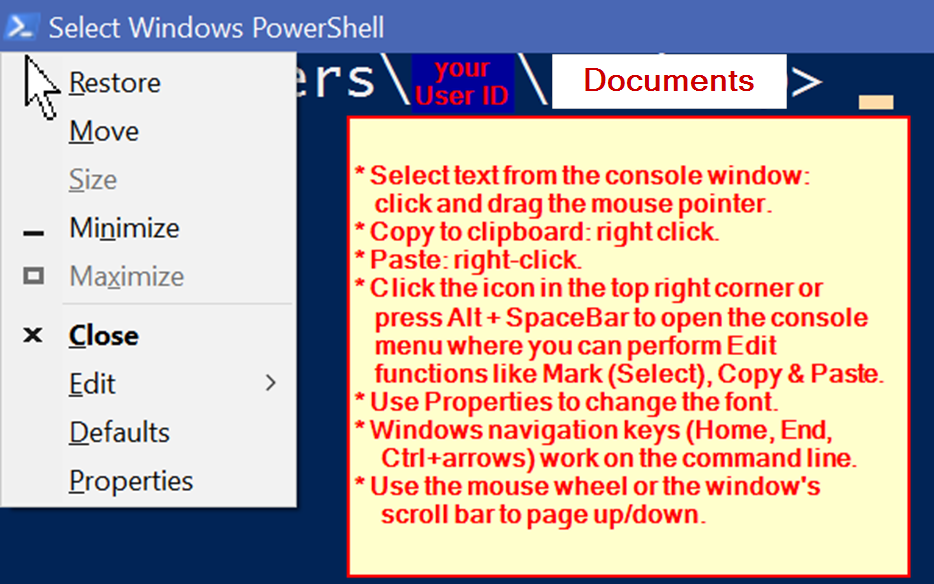
4 a. Another thing to save time during the day is having a control on the time I spent on the social media. I personally see social media applications the biggest cause for wasting my time. When I drown in it, I forget about every other crucial task I had to do and will probably get behind my plan and my to-do-list. What I did about it was that I limited my use of these applications to some special hours that I'm the least productive and deleted the unnecessary apps like Instagram and Telegram. So, now I only have Twitter, to check the news feed and see what's going on in the world, and WhatsApp, to communicate with my friends and classmates

**Part 1 of 2: PowerShell**

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* For the first part of this activity, we will be exploring Windows PowerShell and its Command Line interface. Many PowerShell commands have aliases to similar commands usable under the Windows (DOS) or Linux command prompt making PowerShell easier to use for those with different technical backgrounds.

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* Use the File menu to open a PowerShell command window: **Alt + F, R**
* If the PowerShell option is greyed out, you are still at “This PC”. PowerShell works within the file system. – a better UX would tell you to do that and why the option was greyed out.
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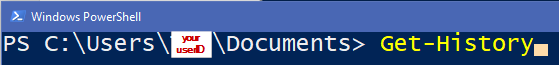
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**36 points, 3 points for each of 12 questions in Part 1** of 2. Many answers can be copied from the PowerShell session and pasted in box below the question.

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At the PS (PowerShell) prompt, enter the **get-history** command.  
PowerShell’s native commands are of the form: **verb-noun** or **action-object** (hyphenated without a space).   
As in Visual Studio, the TAB key can help to complete commands, switches, and parameters. Try **get-h** [**TAB** **TAB]**



1. 🡺 What was the response to the **get-history** command? (The answer isn’t nothing if you opened PowerShell using File Explorer as described above.)

1.

*Note:* to find a previously run command, use the up arrow key to recall commands from the history stack to the command line. To see all previously run commands, use get-history at any time.

1. Enter the command: **get-help** You will see this on a lab computer or possibly on your own laptop:  
    **Do you want to run Update-Help?  *yes, you do***   
    The Update-Help cmdlet downloads the most current Help files for Windows PowerShell modules, and installs them on your computer. For more information about the Update- Help cmdlet, see http://go.microsoft.com/fwlink/?LinkId=210614.  
    [Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): \_ **🡨 Enter Y=Yes** This will take about 30 seconds.  
   🡺 What is the **SHORT DESCRIPTION** that was output? (scroll up to see all the help text)

2.

1. PowerShell can get information about various system processes or services.   
   Try > **Get-Process**  
   Now try > **Get-Process | sort-object CPU -descending | select -first 10**and copy/paste the output here. You can probably guess what the command will do.  
   It shows the top 10 processes using the most CPU seconds.  
   🡺 copy/paste the text of the top 10 processes here

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FYI, the equivalent command on a Linux/Unix system, is very cryptic (and will not run in PS):  
> ps aux | sort -nrk 3,3 | head -n 10

1. Enter and run each of these three commands, one at a time:   
   **> dir   
   > ls   
   > get-childitem**

If there is no output, it means there is nothing to list at the current location (directory)  
A good interface would say "This folder is empty." like File Explorer does.  
If there is no output, **navigate to the Documents folder *or any folder that is not empty* and repeat.**

🡺 Do you recognize any of these commands? Did they all do the same thing? What did they do?

4.

1. Copy about 10 lines of output from the last of those commands and paste here.

5.

1. Enter the commands:   
   **> Set-Location ..** or the DOS/Unix equivalent **> cd ..**  
   **> get-childitem -recurse**What was different about the output this time?

6.

1. Enter the command: **get-childitem -recurse > desktopItems.txt**What was different about the output this time? (If not sure what happened, see the next task.)  
   The answer isn’t “nothing”. Try **dir** or **ls** or **get-childitem** and look for something new.

7.

1. Search for the desktopItems.txt file using the TAB key.  
   Type: **\*.txt***[press TAB key]* or type: **des***[press TAB key]**Note: do not type a space following the* ***\*.txt*** *or* ***des*** *characters, just press the TAB key.*Depending on the number of files in the Desktop folder matching the **\*.txt** wildcard or files beginning with **des**, you may have press the TAB key multiple times. Once you see **.\desktopItems.txt** *press the Enter key*. What happened?

8.

1. Make a copy of the desktopItems.txt file. To find the command to copy a file:  
   Remember the **verb-noun** or **action-object** format, hyphenated without a space.  
   > **get-help copy\*** *will find PowerShell commands starting with “copy”* One of them is used to copy a file.> **get-help** PowerShellC*ommandName*  will show a command’s parameters  
   When entering parameters for the copy command, typing **des***[TAB,TAB,TAB,…]* will insert the name of a file beginning with "des". This avoids typing mistakes when identifying your desktopItems.txt filename.  
   What is the PowerShell command, including parameters, to copy that file?

9.

1. For the delete command,
   1. > **get-alias del** (or **rm**) will show the PowerShell name for the DOS or \*nix command.   
      What is the PowerShell command to delete/remove a file?

10 a.

* 1. > **get-alias -Definition**  PowerShellC*ommandName*  (from a. above)Find all aliases for the PowerShell deletion command?

10 b.

1. Delete the **desktopItems.txt** file.   
   What was the PowerShell command, including parameters, you ran to delete the file?

11.

1. Finally, run the **get-history** cmdlet. Copy the text output and paste here (not a screen image)

12.

**tomorrow** *(noun)* – a mystical land where 99% of all   
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We don’t have a time management problem; we have an attention management problem.

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<https://www.bakadesuyo.com/2016/09/how-to-be-productive-2/> and this… <https://getpocket.com/explore/item/how-to-beat-procrastination-backed-by-science>

[Delayed gratification](https://en.wikipedia.org/wiki/Delayed_gratification) and [grit](https://en.wikipedia.org/wiki/Grit_(personality_trait)) is the ability to resist an immediate reward (checking [social media](https://www.google.ca/search?num=20&q=%22social+media%22+dopamine+addiction)) in favour of a later reward (course work now, better grades later). But the trouble with delayed gratification is that it takes too long.

More things to consider…if you have time:

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* [Time management isn’t the problem – our attention span is](https://www.theglobeandmail.com/opinion/article-squirrel-we-must-zero-in-on-improving-our-attention-management/)
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  + Your [brain and attention](https://www.youtube.com/watch?v=UQzvNIIMayo) from [Amishi Jha](https://www.youtube.com/results?search_query=amishi+jha), a neuroscientist with useful info
  + [I Used to Be a Human Being](http://nymag.com/selectall/2016/09/andrew-sullivan-my-distraction-sickness-and-yours.html) Andrew Sullivan's widely read essay
* Not knowing where to begin is a common form of paralysis (AKA procrastination). Composer John Cage's advice: *Begin anywhere*. Just begin, even for only two minutes. Newton explains: tasks in motion tend to stay in motion. Tasks at rest tend to stay at rest.
* [Working within constraints](https://getpocket.com/explore/item/the-weird-strategy-dr-seuss-used-to-create-his-greatest-work) can be better than a blue sky and a green field.
  + [Pomodoro Technique](https://francescocirillo.com/pages/pomodoro-technique) -- now a classic method of getting it done in 25 minutes. (The time limit is a constraint.)
* Why Do We Procrastinate? And what to do about it.   
  <https://www.youtube.com/watch?v=pKyHX0zqynk> 8 ½ minutes
* Good ideas of time management in a manageable 10 minutes:  
  How to Manage Time, Reduce Stress and Increase Happiness  
  <https://www.youtube.com/watch?v=N4YVLkuRBe8>
* [You Don't Have a Procrastination Problem, You Have an Impulsivity Problem](https://lifehacker.com/you-dont-have-a-procrastination-problem-you-have-an-im-1762132605)  
  Procrastination may be the world's most popular form of time management but [it isn't all bad](https://www.google.ca/search?q=procrastination+may+not+be+bad).
* [Procrastination Research Group](http://www.procrastination.ca/) – podcasts and research from Carleton University in Ottawa
  + procrastination provides 'short-term mood repair' when a task we don’t want to do – but should do – overwhelms us. [Blog post from a researcher](https://www.psychologytoday.com/ca/blog/dont-delay/201405/the-role-goal-focus-in-reducing-procrastination)

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| --- | --- |
| *Because you don't have enough time, run YouTube videos at double speed.*   * In the Attention Economy, technology and media are designed to maximize our screen-time. Your 3 min. 48 sec. is time well spent at <http://humanetech.com/designers/> (also at <https://www.youtube.com/watch?v=tf9ZhU7zF8s>). Then [Take Control](http://humanetech.com/take-control/) over the devices and apps that take your time away. The Center for Humane Technology, formerly [timewellspent.io](http://www.timewellspent.io/), was co-founded by [Tristan Harris](https://www.google.ca/search?q=Tristan+Harris), the “closest thing Silicon Valley has to a conscience”. * How to build your own [time machine](https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time) (12 min.) * Inside the mind of a master procrastinator (18 min.) <http://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator> |  |

* If you waste time making a time machine, is time really wasted?   
  <https://www.bakadesuyo.com/2018/11/wasting-time-on-the-internet/>
* [How to Beat Procrastination](https://www.shopify.ca/blog/70558405-how-to-beat-procrastination-3-motivating-articles-to-read-over-the-weekend) from the Shopify Blogs
* [Two Things Killing Your Ability to Focus](https://hbr.org/2016/08/the-two-things-killing-your-ability-to-focus)
* [How to Make Yourself Work When You Just Don’t Want To](https://getpocket.com/explore/item/how-to-make-yourself-work-when-you-just-don-t-want-to)
* Brain hacks to get more done  
  
* [Forest:](https://www.digitaltrends.com/mobile/app-attack-forest-stay-focused/) [smartphone](https://mashable.com/article/forest-app-productivity-focus-review/) [game you play](https://www.mindfultechcoach.com/2017/09/14/review-forest-app-stay-focused-be-present/) by [*not* using your phone](https://qz.com/1112713/urb-tech-dependence-with-an-app-that-plants-trees-as-a-reward/)
* "An unwelcome consequence of living in a world where everything is 'easy' is that the only skill that matters is the ability to multitask. …which is a flimsy basis for a life." [Tim Wu](https://www.nytimes.com/2018/02/16/opinion/sunday/tyranny-convenience.html) author of “The Attention Merchants: The Epic Struggle to Get Inside Our Heads” The result may be [I have forgotten how to read](https://www.theglobeandmail.com/opinion/i-have-forgotten-how-toread/article37921379/).
* Students say they don't have enough time for a full night's sleep. You've got it backwards.  
  The reason you don't have time is you don't get enough sleep. See [this](https://jamesclear.com/better-sleep) and [this](https://www.studyinternational.com/news/the-impact-of-sleep-on-academic-performance/).
  + [Research](https://www.google.com/search?q=impact+of+sleep+on+academic+performance): sleep quality and quantity are closely related to student learning capacity (attention, memory) and academic performance (problem-solving, GPA).   
    e.g. Curcio et al, 2006. There is even a [Wikipedia page](https://en.wikipedia.org/wiki/Effects_of_sleep_deprivation_on_college_students).
    - Sleep = better learning and academic performance.
    - [Too little sleep](https://www.healthline.com/health/sleep-deprivation/effects-on-body#1) = missing a [sleep cycle](https://www.psychologytoday.com/ca/blog/between-you-and-me/201307/your-sleep-cycle-revealed) for 5 – 7 nights will lose you ~15 IQ points (Cohen, 1997. *Sleep Thieves*) You will be 2.5 – 5 times more likely to become ill – just like your mother said – due to a lowered immune system. Also: weight gain, exercise shortfall, mental health issues such as depression, anxiety, and feeling 'stressed out' (high cortisol levels) all of which consequently make you less effective resulting in everything taking more time that you already don't have enough of.

**What four things will you do to be successful with time? (64 points)**There are no right answers here except the answers that are right for you. Four simple one line bullets of what you will do are worth 12 points ***in total*** (3 points each). ***Explanations*** of ***why*** you will take action (goals) and ***how*** you will take those actions over time (process) is worth the other 52 points (13 points each).

**\*\*\* Please delete the above Part 2 instructions above before submitting. \*\*\***

Attention Management and Time Choices

1. What you'll do 🡺

1.

* 1. Why and how you'll do it 🡺

1 a.

1. What you'll do 🡺

2.

* 1. Why and how you'll do it 🡺

2 a.

1. What you'll do 🡺

3.

* 1. Why and how you'll do it 🡺

3 a.

1. What you'll do 🡺

4.

* 1. Why and how you'll do it 🡺

4 a.