

Daily “to do”s - an insight

Success rates

	Total Unfinished	Total Finished	Productivity percent
Read in the morning	0	1	1.000000
Enjoy your day	0	7	1.000000
Unfreeze chicken	1	6	0.857143
Dinner with a friend	1	6	0.857143
Go to the ATM	2	12	0.857143
Download a movie	1	6	0.857143
Send water index	2	10	0.833333
Nails	3	11	0.785714
Romantic life	12	33	0.733333
Write about the day before	23	60	0.722892
Fold clothes	11	27	0.710526
Improv Related	3	7	0.700000
Do not forget X	16	36	0.692308
Call your parents	24	49	0.671233
Take pictures	1	2	0.666667

	Total Unfinished	Total Finished	Productivity percent
Update CV	6	0	0.000000
Watch a movie	5	0	0.000000
Fix laptop	1	0	0.000000
Learn for sax	23	3	0.115385
Bed before X o'clock	78	14	0.152174
Read for X hours	121	23	0.159722
Work for X hours	158	39	0.197970
Self-authoring	8	2	0.200000
Download/Upload from phone	12	3	0.200000
Fix clothes storage	4	1	0.200000
Meditate	4	1	0.200000
Update goals	47	12	0.203390
Prepare stuff to return to shop	17	5	0.227273
Brainstorm idea for X	43	14	0.245614
Change water filter	3	1	0.250000

About success rates

I can see that tasks which have a high percent of getting done are tasks which appear fewer times on the list, so it might be an element of new involved there.

Tasks with lower percent of getting done that appear quite often in the list like “learning for sax”, or “bed before x o’clock” or “read for x hours” require more organization. What I can do here is start small: start with one task and do it consistently. After believing that I got the hold of it, introduce one more. And so on.

For tasks like “self authoring” or “update goals” it is important to prioritize. Make it the most important task of the day and make sure to get it done. Perhaps pinning a day as “the day to update goals” would be the way to go with this.

As for “work for X hours” I will try from now on to start with smaller amount of hours. If I manage to work for more, then great, but at least I know I will complete a decent amount of work anyhow if I establish the bar a little lower. This way I will feel more competent the next day since I completed my task the day before.

Interesting (but mostly useless) statistics

Number of task
lists per month

Date		
Year	Month	
2020	August	22
	December	19
	July	28
	June	29
	May	28
	November	19
	October	19
	September	20
2021	April	21
	August	22
	December	18
	February	22
	January	25
	July	10
	June	7
	March	18
	May	14
	November	20
	October	20
2022	September	16
	April	14
	February	21
	January	24
	March	28

Productivity of tasks
per month

Productivity		
Year	Month	
2020	August	0.450397
	December	0.406381
	July	0.386880
	June	0.493350
	May	0.479518
	November	0.428753
	October	0.444925
	September	0.488234
2021	April	0.381364
	August	0.559893
	December	0.491300
	February	0.423142
	January	0.459586
	July	0.454167
	June	0.431999
	March	0.320996
	May	0.447757
	November	0.569809
	October	0.526122
2022	September	0.526190
	April	0.496893
	February	0.356765
	January	0.372437
	March	0.378845

Interesting (but mostly useless) statistics #2

Distribution of
success rates per
task

Productivity percent	
count	85.000000
mean	0.468217
std	0.220079
min	0.000000
25%	0.333333
50%	0.444444
75%	0.610169
max	1.000000

Distribution of productivity per
day

Productivity	
count	484.000000
mean	0.447260
std	0.249662
min	0.000000
25%	0.272727
50%	0.444444
75%	0.625000
max	1.000000

The tasks that I wanted to do the most

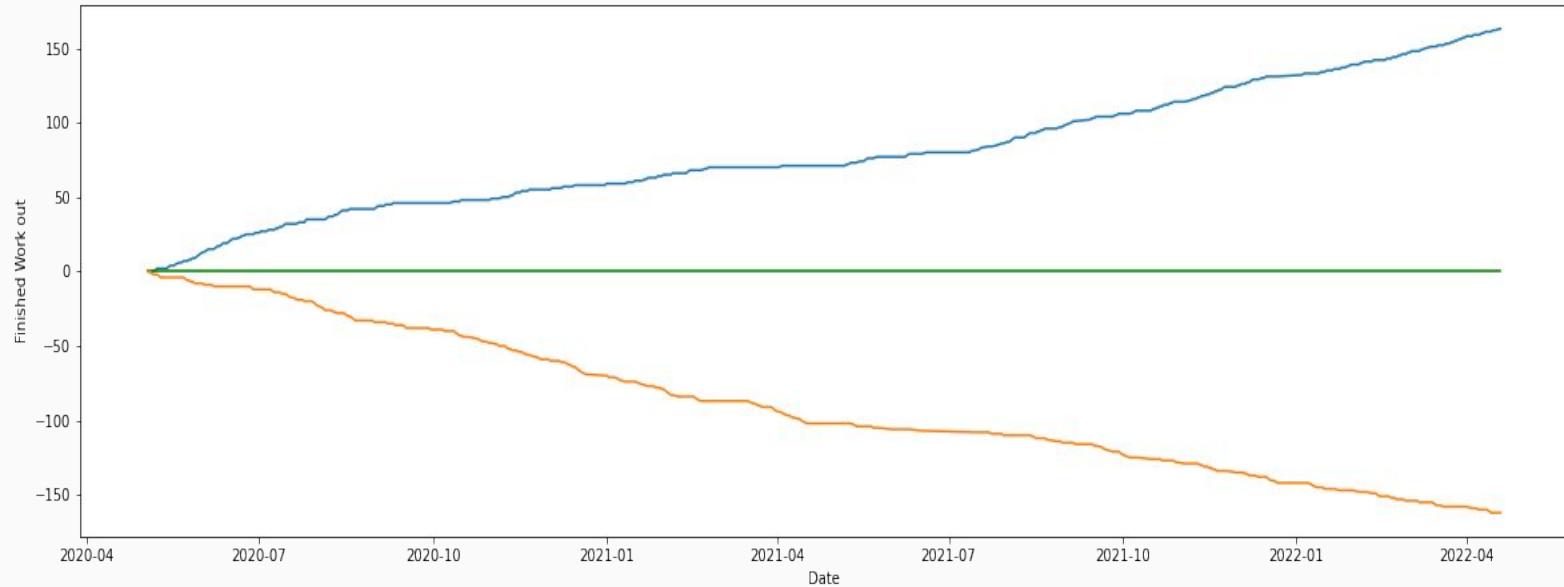
Work out	325
Call someone for X	200
Work for X hours	197
Wash clothes	156
Read for X hours	144
Dishes	143
Go to the shop	137
Cook food	132
Write about the day	131
DO X for work	129
Vacuum	112
Bed before X o'clock	92
Read an article	86
Write about the day before	83
Shave	75
Call your parents	73
Buy stuff online	73
Log work hours	66
Holiday related	62
Update goals	59

This shows me what are the tasks that I was very keen on doing most of the days. Things that I wanted to get done the most.

There are some easy to do tasks, but seeing how many times I wanted to do the big ones (work for x hours, work out, read for x hours, update goals) gives me motivation and tells me that I have my priorities right.

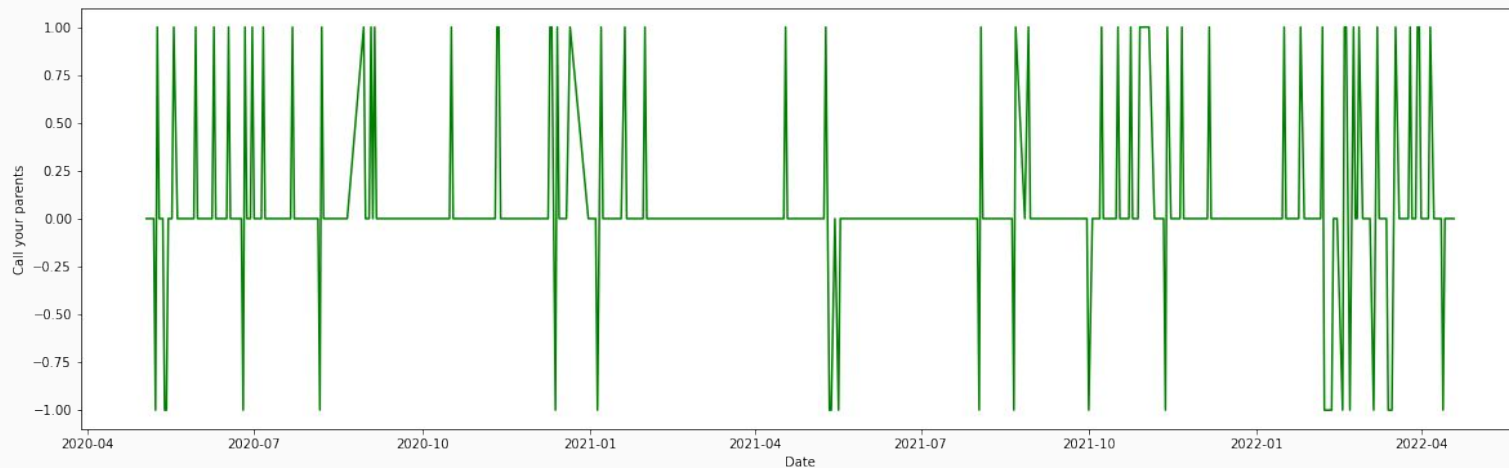
Therefore, I will make sure to prioritize these categories. I will do so by including them incrementally into a routine. What I will also want to see is how this project will affect my future day productivities.

Tasks in time - starting with Finished(blue) vs Unfinished(orange) Work outs



It looks like at first I was finishing workouts more than not. Then it was a bad period in 2021, but towards the end finished work outs grow faster than unfinished ones.

Calling parents in time



It looks like in this period I have more days when I want to call my parents in a certain day, but I do not. I shall be more aware of this and organize my day such that I can call them at a reasonable hour.

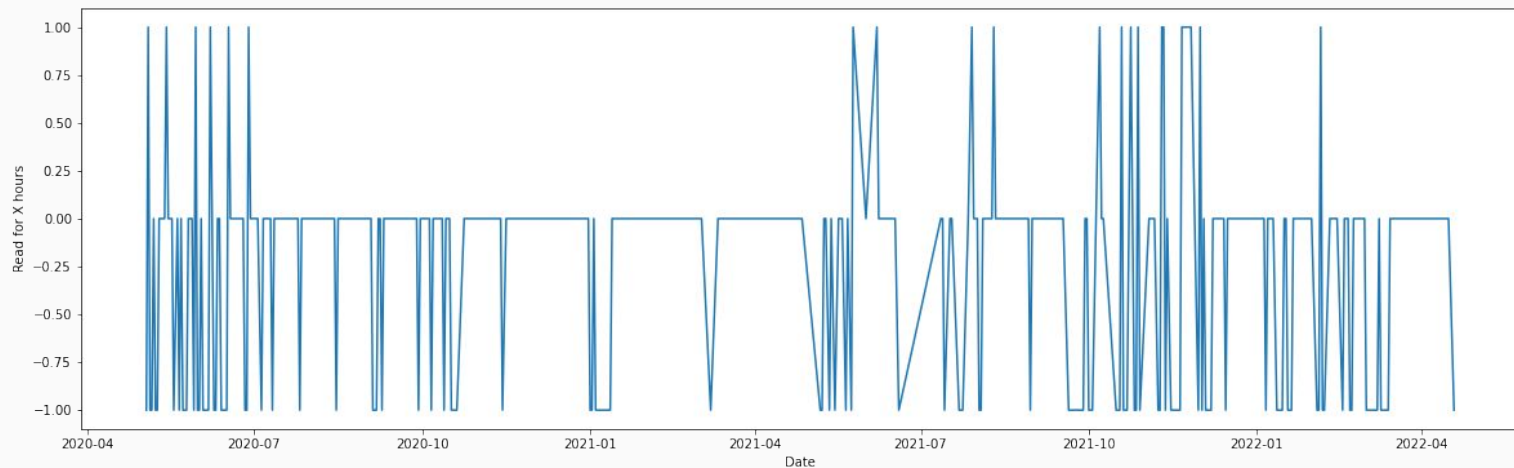
Most of the times I am not able to call them is because at the time I look at my to do list, they are already asleep.

Cooking in time



This graph looks like the opposite of the first one. It seems like I was struggling at first, but now I have found a good balance. This one requires no further action.

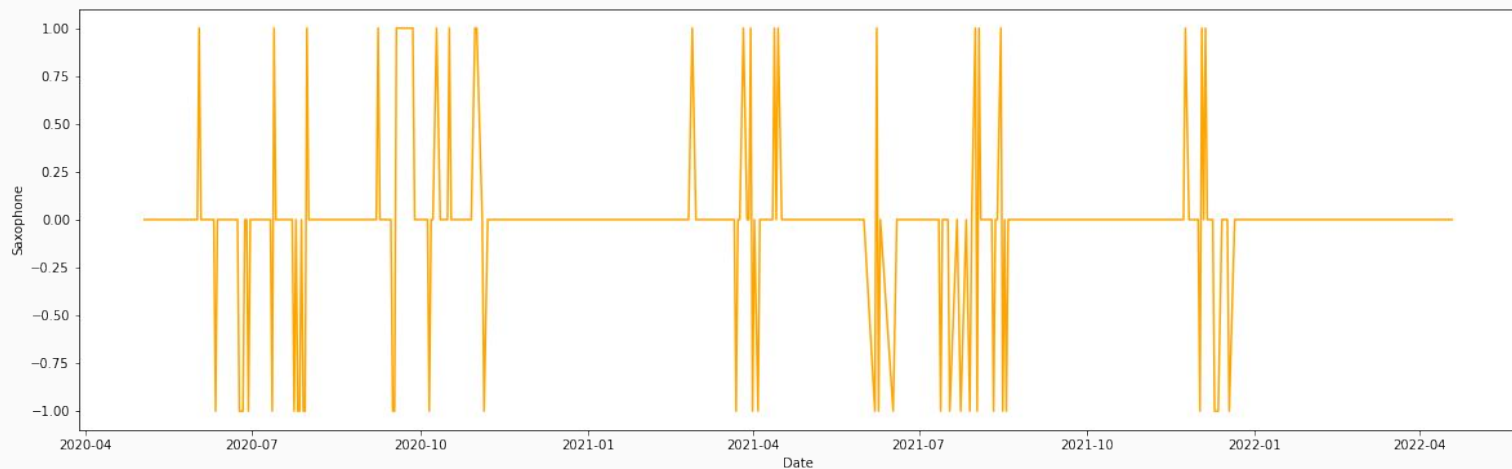
Reading in time



This one task is something I know I struggled with and I had a period in which I managed to do it almost consistently.

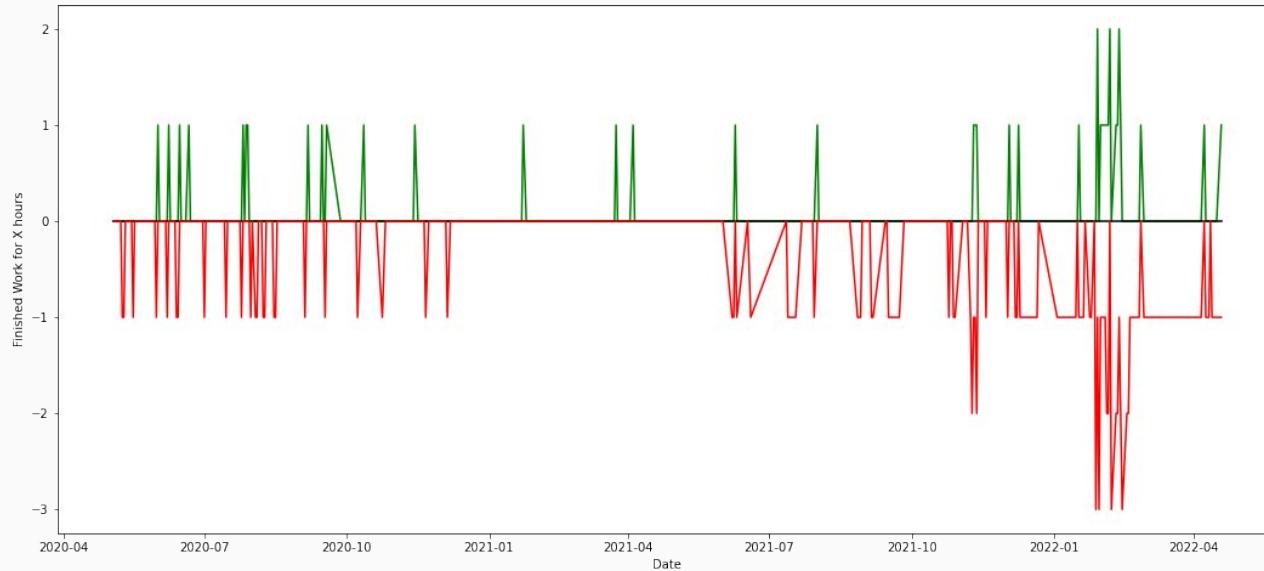
In order to finish this task, I will need to be more aware of my actual time. I often postpone this because at night I still want to do some work and by the time I finish it, I am so tired that I go directly to sleep.

Saxophone in time



This is one that I have postponed for a while. It is something that I would like to do in the future, but cannot fit in my schedule at the moment. However, it is nice to have an overview of what I wanted to do and what I actually did.

Work for X hours in time



It looks like this is the one I struggle with the most. It usually is because I want to do a lot in a day and I am not mindful of my time.

The solution I found is to analyze more carefully what I will do during the day and how much time it takes and from there take responsibility that I can do X hours of work. This might also mean that I should begin with a lower value and go from there.

Task correlations

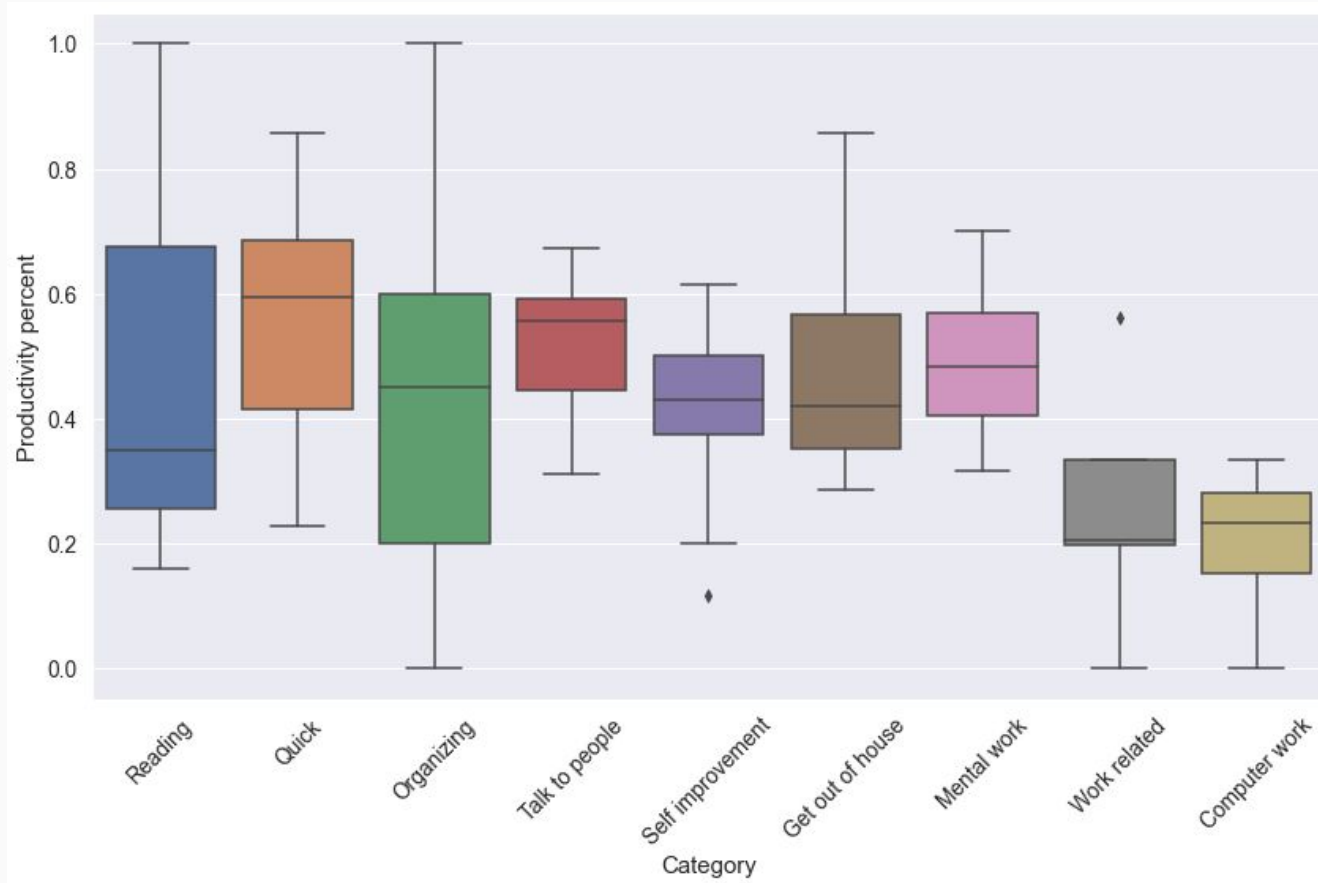
Finished Work out	Unfinished Work out	0.491650
Fix clothes storage	Change water filter	0.445731
Productivity	Finished Work out	0.417938
	Vacuum	0.347360
	Unfinished Work out	0.346675
Be more mindfully productive	Download an app	0.326314
Productivity	Wash clothes	0.314243
Dishes	Productivity	0.300325
Read in the morning	Unfinished Psychology work	-0.313268
	Download a movie	-0.383682

It looks like there is a big correlation between unfinished and finished workouts. This is because we've kept the negative values for unfinished workouts. So usually for every 1 on each category, we will have a 0 for the other one, and this will render this positive linear relationship between the two variables.

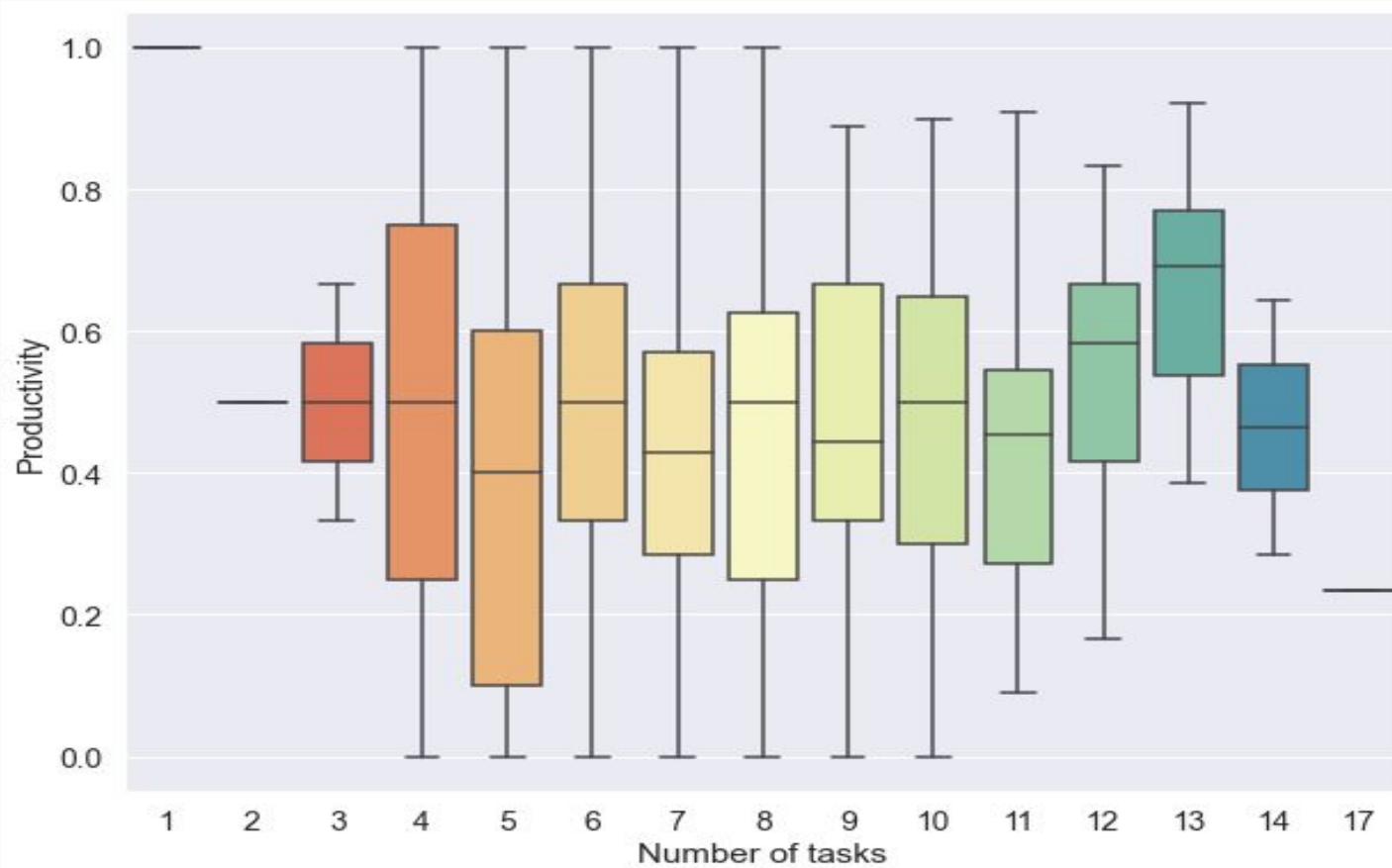
We can see that the highest productivity correlation is for finished workouts. It might be the case that knowing that I need to devote 1-2 hours of my day to this task makes me more responsible with the other tasks as well. This might be a helpful trick I can use.

As for the other tasks, like vacuuming and dishes, they are most likely just a by-product of productivity. Although it may also be the case that finishing these small tasks gives me energy to complete some other tasks as well.

Productivity per category



Productivity per number of tasks



Conclusions

The main points taken out of this EDA performed on the daily “to do” lists has provided me with the following insights:

- Start with one of the tasks I want to do recurrently and try to do it (almost) every day
- See if you can have 1 “work out” task every day since it looks like it correlated highly with productivity
- Set up some dates in which to focus firstly and mostly on doing one certain task
- Be more aware of the time you have in a day and plan accordingly
- Check out my “to do” list more often
- Have a weekly sheet to computer task when I transcribe all these lists so it will be always kind of updated
- Having more tasks in a day does not necessarily guarantee more success, but it guarantees a similar success as in other days, therefore it means that more will get done