

A vintage mechanical time clock is the central focus of the image. It features a polished, cylindrical vertical column with a horizontal bar at the top. Two large, black, rectangular wheels are positioned on either side of the column, each displaying the number '20' in a large, white, sans-serif font. The background is a light, neutral color. The text 'Time Tracker Project' is overlaid in a white, serif font, centered over the middle of the image.

# Time Tracker Project

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**Link To Spark Page:**

**<https://spark.adobe.com/page/5NOWmRzFYGMLs/>**

## *About the Project*

Time tracking is the key to understand how exactly I spend my time, both personally and in terms of business. It plays a key role in attaining a healthy workflow, productivity, and insight. The time tracking project is significant in identifying which tasks take most of my time and energy, and therefore through the scheme, I can be able to reflect and gauge whether my time is genuinely spent well.

Implementing the time tracking project helps in identifying the errands that are more urgent and time-consuming to be completed first, or the assignments that bring the most value. The mechanism challenges the user to organize their activities by categorizing their time in terms of if the task works towards a broader and more lucrative goal if it is important enough for the intended amount of time. Could the time be more beneficial for a more significant task, if

the task is personal or career-oriented, and the influenced distinctive adjustments.

The time tracking project will be helpful in my industry since I will prioritize my time according to how the task will benefit the organization, and to what extent will I be able to leverage on the particular task (Chowdhury, 2018). In addition, the system will be significant in transparency into work processes, learning from experiencing towards increasing productivity, cost-efficient delivery particularly on the core activities, identifying personal as well as business insights within the company. During the month, I had to overcome the habit of wanting to play games and maintaining deadlines. The time tracking project helped me to learn how to organize my timeline starting from the most essential and urgent tasks, to the least demanding ones.

## *Time Management*

Time management refers to the process of organizing as well as planning how to divide an individual's time between particular activities. Efficient time management provides the opportunity of working smarter to attain more within the least time possible, even when under high pressure (Britton & Tesser, 1991). Good time management requires outstanding

discipline since it is an important factor that shifts the focus from activities to results; hence, obtaining benefits such as greater productivity and efficiency, less stressful process, a better professional reputation, greater opportunities to achieve significant life and career goals, and identify lucrative opportunities for advancement.

## *Time Management Issues*

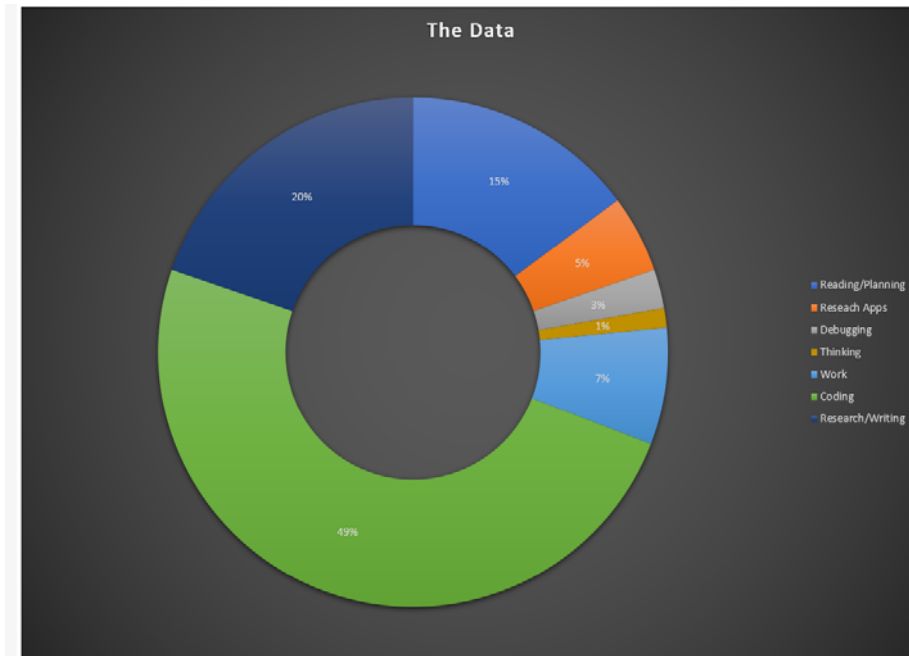
Working remotely is more beneficial for me since I spend less time in commuting and making numerous movements to the office to run work errands. I have the chance of diligently planning my schedule and diligently diving my time into the intended activities of the day. Conducting my tasks in a more comfortable and friendly environment increases my level of productivity and allows me to easily access a broader pool of profitable applicants (Adams, 2020). Another advantage of working remotely is that my costs are lowered since most of the conducted researches does not require a lot of interaction or meetings with people. I charge my services depending on the amount of time taken to get it complete and according to the client's particular demands regarding the order.

I evaluate my time easily by referring to the time spent on each task of the day, also on the level of urgency each activity entails. I always create extra time for me to identify and analyze the challenges that I might have discovered while conducting and finishing my tasks. These issues are also solved by first approaching the most demanding subject in a more organized and strategic manner.

## *Research and Development*

The research and development conducted regarding time management and the time tracker project indicated that the majority of individuals who consider or prefer implementing the time tracking mechanism mostly look forwards for the discipline of attaining the following factors; the ideal commitment to a task, how to pursue the activity in a combination of fun with vengeance. How to differentiate and organize the required time and the task focus, managing and operating on one task at a time, identifying the first things first, routine, flexibility, response, and organizing their environment. The main reason as to why they seek to perfect on these particular qualities is to advance their efficiency towards becoming more productive as well as reliable both in their career and in personal life.

# The Data

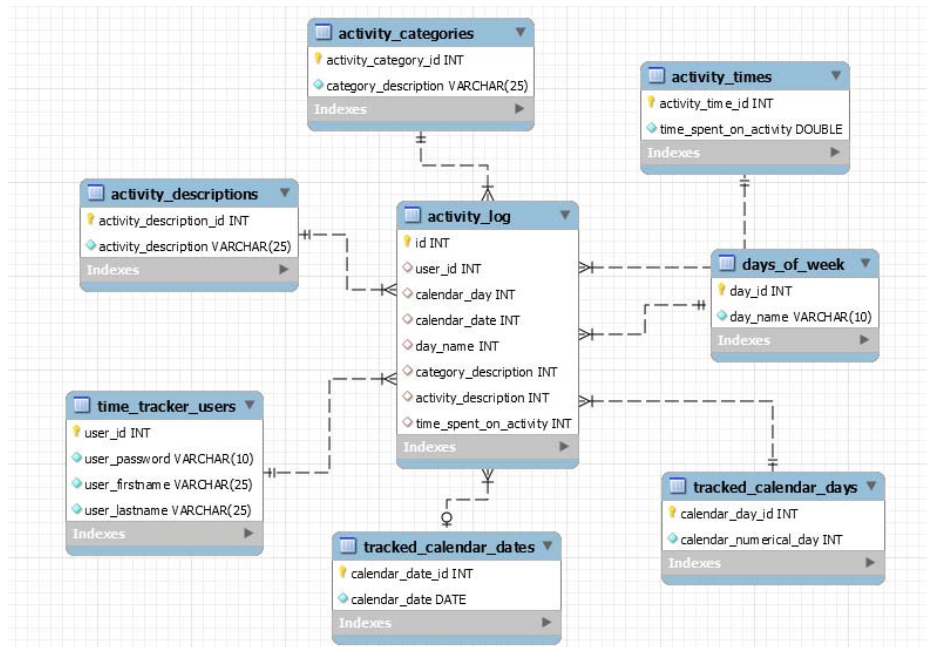


Bowman, B. (2020, March 25). The Data.

The data is captured according to the day's activities that I encountered, the date and the time scheduled or spent to finish the task. The information clearly describes the type of activity that I am assigned to complete, and each assignment requires a particular amount of time and task. The data obtained is very specific from the calendar day, calendar date, day name, category description, activity descriptions, and the time spent on the specific activity.



# The Database



Bowman, B. (2020, March 25). The Database.

The activity log is at the epicenter of the database and it entails the user identity instruction, calendar day, calendar date, day name, category description, activity description, and the spent on activity instructions. All of these features indicate the time taken or expected for the respective tasks to be completed. These categories are well structured and labeled to avoid any confusion, yet there are others such as the days of the week and the activity times; they are connected or cannot be determined without

referring to the other data. For instance, the activity times cannot be determined without identifying the days of the week and vice versa also applies.

## *Moving Forward With Time Management*

### **i. Make a Schedule and Stick to it**

The first step to improve your time management skills is by organizing the days and weeks in advance. This is important since each day presents a new challenge that the schedule should help the individual to quickly readjust and attain the tasks.

### **ii. Prioritize**

The second measure to consider improving time management is to learn how to prioritize the existing tasks. For any project to efficiently be executed, the individual must be in the best position of deciding which components or stages of the project are more significant to the business as well as the expected impact to be obtained from every stage in the short, medium, and long terms (Arvidsson, 2016). The tasks



that will deliver the best returns are to be prioritized over the less lucrative assignments.

### **iii. Use Technology**

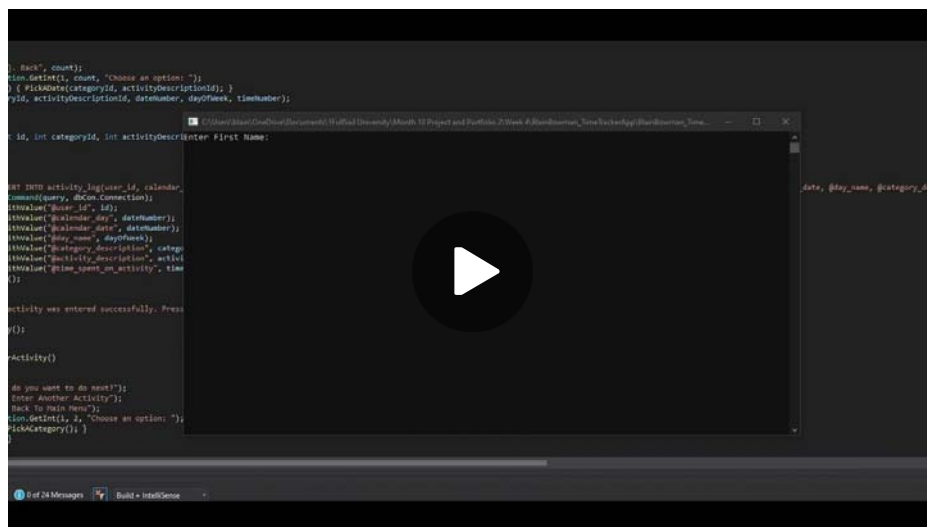
Numerous time management apps are available for both the iOS and Android devices that can help individuals boost their productivity by maintaining a strict time management system that will ensure the user is up to date of the designed activities. Apps such as Rescue Time, calendar, and Focus Booster are widely useful in attaining outstanding time management.

### **iv. Set Some Boundaries**

It is important to set boundaries from people to avoid distractions from attaining the day's tasks and goals. Always keep people updated on your availability and the type of activities you intend to pursue for the day. Setting boundaries is significant to avoid any inconvenience to be caused that will limit the chances of maintaining efficient management of time.

### **v. Never Procrastinate**

Procrastination is a huge challenge for individuals towards becoming perfect time managers. Individuals should always be reminded that to attain the most of their time in a day, it is prudent that they stop the habit of procrastinating and get the work done. Time management requires the utmost discipline, strong attitude, planning, and with the help of reliable technological tools to ensure that, the intended goals are attained and strictly according to the formulated time.



<https://youtu.be/Y-t-in8wrNg>

## References

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