Week 1 In Review Summary

- **GitHub:**
  - https://github.com/blnovak/Novak_Brandy_Portfolio.git
- **Week in Review:**
  - There was a lot of information to digest in the first week and the ability to allocate time was the most important, which is why I feel the most effective assignment this week was the time estimation and management spreadsheet. It allowed me to create a usable interactive spreadsheet so I can keep track of anticipated time frames and actual time frame differences, which is something I'll be able to implement in the future. I used the burn-up assignment, to keep myself on track with due dates and to make sure all assignments were completed. I had issues with the GitHub assignment, so I reached out to my instructor who was able to put my mind at ease and make sure that I was completing the project correctly. With my fellow peers, the success story assignment showcased that a lot of us have similar heroes or ideologies for what we believe as successful stories. All input is productive and I took it all very well. I am using it to become better student and individual. My projected next steps are to keep completing my assignments on time and if I have problems to contact my instructor for assistance.
- **Anchor Points:**
  - **What have you done?**
    - This week I have completed the call to action success story, responded to two of my classmates for the the call to action – success discussion, created a time estimation and management spreadsheet, reviewed the GoToTraining week one session, completed the anchor points, created a GitHub, learned about portfolios and e-portfolios, and went over the class expectations.
  - **What are you doing?**
    - Reading the assignments and material for next week.
  - **What's next?**
    - Next I will start completing my assignments for week two and going over the reading material.
  - **How will you accomplish this?**
    - I will accomplish this by completing my assignments on time or earlier and if I have any questions, I will reach out to my instructor.
- **Reflect and Connect:**
  - My time and effort this week has been a little chaotic. When I first started looking at the assignments everything seemed a little daunting, but splitting it into manageable time tables and time frames helped me. This will benefit me towards my end goal because in real life you will be working on a lot of projects at once and managing your time is going to be necessary. I added to my skills because it allows me the ability to take a lot of tasks and make them more

manageable. I think I performed well and my grades on my assignments are where I want them to be. I have improved my skills and I am using a version of the time management spreadsheet for school and work. The next result would be me continuously working hard to finish each assignment and task on time. Learning about time management showed me how inefficient I was in the past and now that I can identify that, I can be more productive and efficient.