

## GOALS:

- Store and organise my to-do list
- Create & customise tasks and see recommended date/time of completion
- Indicate when tasks are approaching hard deadlines & prioritise these

## TASK STRUCTURE:

- Defining Parameters:
  - Name
  - Time Estimate (how long will it take?)
  - Hard Deadline (when MUST it be completed?)
- Additional/Sorting Parameters:
  - Urgency (! !! !!!)
  - Soft Deadline (optional) (when do I want it done by?)

## TASK TIMETABLING OPTIONS:

- Max. Hours per Day:
  - Set maximum number of hours of work to be allocated per day
  - Will be ignored if any task would otherwise not meet its Hard Deadline
- Timetabling Strategies:
  - Procrastinator:
    - Place tasks close to their Deadline (Soft if there is one, Hard otherwise)
    - Allocation order: Deadline (later first), Urgency (less urgent first)
    - Tasks allocated immediately before Deadline, filling days up to Max. Hours
  - Early Bird:
    - Tasks allocated immediately (tomorrow), filling days up to Max. Hours
    - Allocation order: Deadline (earlier first), Urgency (more urgent first)
  - Spread Out (prefer later):
    - Tasks allocated immediately before deadline, filling days up to  $\frac{1}{2}$  Max Hours
    - Allocation order: same as Procrastinator
  - Spread Out (prefer earlier):
    - Tasks allocated immediately after creation, filling days up to  $\frac{1}{2}$  Max Hours
    - Allocation order same as Early Bird

## PROGRAM STRUCTURE:

