

## Soft Skill Assignment "Time Management" - Essay

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### Scenario

Sofia just got accepted as a cloud engineer at a technology company focusing on logistics. She is feeling overwhelmed, as she has so many things to do in her tasklist:

1. Hold a daily maintenance and be on-standby for her shift.
2. Browse and buy a birthday present for her mom, whose birthday is next week.
3. Prepare an infrastructure for data migration to cloud which will help the developer team to update the company's app due in 3 days.
4. Attend her primary school virtual reunion tonight.
5. Grocery shopping to buy ingredients to prepare a feast for her mother's birthday held next weekend.
6. Prepare progress reports for the meeting this evening.
7. Catch up with the last 3 episodes of her favorite TV series.
8. Visit the doctor as she feels mild pain on her back after long hours of work recently.

Please help Sofia create a time management quadrant for all of her tasks. Explain why you think each activity should fall into a particular quadrant in a short essay.

### Solution

The time management quadrant as we know is divided into 4 categories based on urgency and importance, which are "urgent and important", "not urgent but important", "urgent but not important", "not urgent and not important". From these 4 categories we can divide her priority, from my perspective I will choose based on how long she's going to spend to finish it on a day.

First, for the first quadrant which is "urgent and important," I would choose these tasks:

- Hold a daily maintenance and be on-standby for her shift.
- Prepare an infrastructure for data migration to cloud which will help the developer team to update the company's app due in 3 days.
- Prepare progress reports for the meeting this evening.

The reason I chose to put these tasks on the first quadrant is that it's crucial for the company and especially for progress reports that will be held this evening. It is important that Sofia can stand by for her shift if something goes wrong on the work, but in the meantime, she can prepare for the progress report and after that prepare for the infrastructure.

The second quadrant which is “not urgent, but important” is chosen for tasks that is should be on her priority but not have to be done right away, in my opinion the tasks are:

- Browse and buy a birthday present for her mom, whose birthday is next week.
- Grocery shopping to buy ingredients to prepare a feast for her mother’s birthday held next weekend.

These tasks are in my opinion are important but she doesn't have to do it right away, for browse for birthday presents she can do it every 30 minutes or so when she’s at work, and in my opinion, she shouldn't buy the groceries for next weekend right away, since the groceries wouldn't be fresh anymore when she cook next weekend.

The third quadrant which is “urgent, important” is chosen for her tasks that need to do it today but the importance is lower than other tasks in the list, which are:

- Attend her primary school virtual reunion tonight.
- Visit the doctor as she feels mild pain on her back after long hours of work recently.

She should visit a doctor right after work this evening since if the mild pain is not treated it will affect her work performance next time in the long term, and after that she can go to her reunion when everything is done.

The fourth quadrant which is “not urgent, and not important” is chosen for her tasks than can be done when every other thing is done or than she can do in her leisure time, the only task that fit on the fourth quadrant is

- Catch up with the last 3 episodes of her favorite TV series.

She can watch that when she’s at home and her other tasks are completed to relax after work.