

HW 1.5: Time Management, Planning, Scheduling, Tracking

COMP4009/ICOM4009/INSO4101

Prof. Marko Shütz

INSO 4101

Assigned on: August 17, 2018 Due on: August 24, 2018

Problem 1 Create a time log starting no later than Monday, the 20th of August 2018 to gain an understanding of what you do with your time. In order to do this you'll need to come up with an initial set of categories that you want to use. Task descriptions should be concise, but rich enough to allow *some* later re-categorization. Submit your time log together with a brief description of the categories you have chosen.

Time Log								
20/Aug/2018								
date	start	stop	interrupt	net	act	comment	Completed	Units
20/8/2018	7:25	9:00		95	prepare	read news, breakfast		
	9:00	9:30		30	park	find parking space		
	9:30	10:20		50	class	lecture inso 4101		
	10:30	12:10		40	eat	lunch		
	12:30	1:20		50	class	lecture		
	1:30	3:00	10	80	research	read papers and do some programming	x	
	3:00	5:00	30	90	study	HW1, break, phone		
	5:00	6:00	30	30	study	read ch1 & ch2		
	6:00	7:30		90	class	lecture		
	7:00	8:30		90	prog	HW1	x	2
	8:40	11:40	20	160	study	quiz prep, chat, fb	x	1
date	start	stop	interrupt	net	act	comment	Completed	Units
21/9/2018	7:25	8:30		55	prepare	read news, breakfast		
	8:30	8:55		25	park	parking time		
	9:00	10:20		80	class	lectre		
	10:30	12:20		110	research	research meeting		
	12:30	1:15		45	eat	lunch		
	1:15	4:00	30	135	study	quiz prep, read ch 2 comp 6315	x	1
	4:00	4:55	15	40	prog	HW2		
	5:00	6:30		90	class	lecture ciic		
	6:40	7:20		40	eat	supper		
	7:30	10:40	40	150	study	quiz prep, read ppt		
	10:50	12:00		70	exercise	go for a run		
date	start	stop	interrupt	net	act	comment	Completed	Units
22/10/2018	7:25	9:00	10	85	prepare	read news, breakfast		
	9:00	9:25		25	park	find parking space		
	9:30	10:20	2	48	class	lecture		
	10:30	12:05		95	eat	lunch with friends and colleagues		
	12:06	12:25	5	19	prog	research code		
	12:25	1:27		62	class	lecture		
	1:30	4:30	30	150	research	meeting and programming		
	4:30	4:50		20	eat	buy coffee		
	4:50	6:10		80	study	quiz prep, read notes before lecture	x	1
	6:30	7:20		50	class	lecture		
	7:20	10:30	20	170	prog	HW2	x	1
	10:30	12:00	5	85	exercise	go for a run		
date	start	stop	interrupt	net	act	comment	Completed	Units
23-Aug	7:25	8:30		65	prepare	read news, breakfast		
	8:30	8:55	5	25	park	find parking space		
	9:00	10:20		80	class	lecture		
	10:30	12:20		110	study	study lecture notes	x	1
	12:30	1:15		45	eat	lunch		
	1:15	4:00		165	prog	programming for HW1		
	4:00	4:55		55	prog	programming for reasearch	x	1
	5:00	6:30		90	class	lecture		
	6:40	7:20		40	eat	supper		
	7:30	10:40	10	180	study	study	x	1
	10:50	12:00		70	exercise	go for a run		

Problem 2 Create a weekly activity summary up to and including Thursday, the 23rd of August 2018 (normally, this would cover an entire week of 7 days, but since Friday is submission date...).

Weekly Activity Summary									
week #	Task Date	Class	Prepare	Park	Eat	Study	Prog	Research	Exercise
1	S 18/Aug								
2	M	190	95	30	40	280	90	80	0
3	T	170	55	25	85	285	90	110	70
4	W	160	85	40	20	80	189	150	85
5	T	170	65	25	40	290	90	0	70
6	F	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	S	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Totals								

Problem 3 Identify 2 or 3 projects or major tasks that you will need to do and plan (product/task plan as well as a schedule) for each.

Proposed Schedule for New Tasks							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
10:00	Code Res		Code Res		Code Res		
11:00	Code Res		Code Res				
12:00	HW3		HW3	HW3	HW3		
13:00	HW3		HW3		HW3		
14:00							
15:00		HW3		HW3			
16:00							
17:00							
18:00	Code Res		Code Res				
19:00							
20:00							
21:00							
22:00							
23:00							
0:00							
1:00							

Problem 4 At the end of this (partial) week, what is the percentage of your total time that each category accounts for? Should you decompose the largest category? Why or why not? Should the smallest category be merged with (part of) another category? Why or why not?

Category Percentages									
Total Est Hr	Time	Class	Prepare	Park	Eat	Study	Prog	Research	Exercise
3980	Total	690	300	120	185	935	459	340	225
	Percentage	17%	8%	3%	5%	23%	12%	9%	6%

Yes, the largest category should be decomposed, perhaps into 3 different parts: study, homework and quiz prep. This would be done in order to make the task time distribution more uniform. No, the smallest category shouldn't be merged. I spend almost a constant amount of time on it and do on a daily basis.

Problem 5 Evaluate your personal priorities. What are you most interested in? What haven't you done in a while and you feel it's missing? What do you consider essential for a well-rounded day/week/weekend/holidays/month/year?

Do some soul-searching! If you feel that your answers are too personal to share, keep the concrete version to yourself and submit a "translated" more generic version. For example, if you do not want to reveal that one of your favorite activities is creating collages with your 7 year old niece, report it as "arts/crafts with family".

I believe that balance is key. I believe that being a student one should prioritize study above all, however one must also spend some quality time with family, friends and most importantly some time for your physical and mental well-being. Thus it is important to socialize, have good sleep and do some exercise.

1. "research/programming"
2. "quality time with my family"
3. "leisure time/movies and video games"

Problem 6 Create a schedule for the next week immediately following submission deadline of this assignment.

From now on track your time, plan your tasks, and schedule your days/weeks/months at least for this course. Choose your week start and end days and use them consistently,

Proposed Schedule for New Tasks							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00	Prepare	Prepare	Prepare	Prepare	Prepare		
8:00	Lecture	Lecture	Lecture	Lecture	Lecture		
9:00	Lecture	Lecture	Lecture	Lecture	Lecture		
10:00	eat	Lecture	eat	Lecture	Code Res		
11:00	Code Res	research	Code Res	research	Prog		
12:00	HW3	HW3	HW3	HW3	HW3		
13:00	HW3	Lecture	HW3	Lecture	HW3		
14:00	Lecture	Lecture	Lecture	Lecture	Leisure		
15:00	Lecture	HW3	Lecture	HW3	Leisure		
16:00	Study	eat	Prog	eat	Leisure		
17:00	Prog	Study	Prog	Study	Leisure		
18:00	Code Res	Study	Code Res	Study	Leisure		
19:00	eat	Lecture	eat	Lecture	Leisure		
20:00	Lecture	Lecture	Lecture	Lecture	Leisure		
21:00	Lecture	Lecture	Lecture	Lecture	Leisure		
22:00	Study	Study	Study	Study	Leisure		
23:00	Exercise	Exercise	Exercise	Exercise	Exercise		
0:00							
1:00							

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some people prefer Monday as the start of the week and this is the ISO standard, others prefer Sunday to be the start of the week.

