HW 1.5: Time Management, Planning, Scheduling, Tracking

COMP4009/ICOM4009/INSO4101

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

Submit your answers typed or scanned into a file through Moodle.

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.

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...).

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

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?

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".

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,

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.