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**ILT-SS-01-O Time Management Essay Assignment**

There I create a time management quadrant for Sofia's tasks in tabular form:

	<b>Urgent</b>	<b>Less Urgent</b>
<b>Important</b>	<b>DO IT NOW</b> <ul style="list-style-type: none"> <li>- Prepare an infrastructure for data migration to cloud which will help the developer team to update company's app due in 3 days</li> <li>- Prepare progress reports for the meeting this evening</li> <li>- Visit the doctor as she feels mild pain on her back after long hours of work recently.</li> </ul>	<b>SCHEDULE</b> <ul style="list-style-type: none"> <li>- Browse and buy a birthday present for her mom, whose birthday is next week.</li> <li>- Grocery shopping to buy ingredients to prepare a feast for her mother's birthday held next weekend.</li> </ul>
<b>Less Important</b>	<b>DELEGATE</b> <ul style="list-style-type: none"> <li>- Hold a daily maintenance and be on-standby for her shift.</li> </ul>	<b>DROP</b> <ul style="list-style-type: none"> <li>- Attend her primary school virtual reunion tonight.</li> <li>- Catch up with the last 3 episodes of her favorite TV series.</li> </ul>

### Explanations:

#### DO IT NOW

*Prepare an infrastructure for data migration to cloud which will help the developer team to update company's app due in 3 days*

She should do it now. First of all, the job is relevant for her current position as cloud engineer. Also, The task needs to be completed in the short-term because of the due date and her colleagues, the developer team **can only start updating** the app after she does it.

*Visit the doctor as she feels mild pain on her back after long hours of work recently.*

I believe that she should visit the doctor as soon as possible **after working**. She should put her health first because in the worst case the pain probably becomes worse if she overlooks it, thus affecting her tasks' mobility in upcoming days.

*Prepare progress reports for the meeting this evening*

In my perspective, **no one knows her progress way better than herself**. She should do it now due to a tight schedule and all the information which will be reported is important for company growth and company decisions in the future. Unless she works in a team, she can

delegate it as long as there's a more important task (e.g *Prepare an infrastructure for data migration to cloud which will help the developer team to update the company's app due in 3 days*).

## SCHEDULE

*Browse and buy a birthday present for her mom, whose birthday is next week.*

She can schedule it because her mother's birthday is not really near, so she can buy it another day (I assume it that she had done preparing data migration infrastructure) or she can just set reminders to **buy it outside working hours**, either buy it via online shop (to reduce time spent) or go to shop directly.

*Grocery shopping to buy ingredients to prepare a feast for her mother's birthday held next weekend.*

Just like the previous task, she can do the same treatment to this task outside working hours. Another option, she can delegate it if only she has siblings.

## DELEGATE

*Hold a daily maintenance and be on-standby for her shift.*

This task is her daily activities which can be categorized as repetitive. In my perspective, she can delegate it by **automating it** with an automation tool / script. The automation tool will give her notification either the task is done or the error occurs that needs handling by a human (her).

## DROP

*Attend her primary school virtual reunion tonight.*

The task is not really important. We know that Shofia is overwhelmed with her tasks and she feels pain on her back because of those. I think attending a virtual reunion will **make her back feels more pain**, so she should visit the doctor instead of attending a virtual reunion tonight.

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

Same as the previous task, this task is not important based on the goals (the task is only for bringing pleasure). In my view, she **can do it outside weekdays** as her reward after she had done other important tasks.