

13th December 2021

REPORT ON TIME MANAGEMENT

s-number: 2617730

name:

Hanna Hamielec

1. WEEK 2 (21ST NOVEMBER 2021 – 27TH NOVEMBER 2021)

Details:

The overall strategy that I will try for this week is the goal-setting method, as I find it easier to keep track of my progress and be productive by setting objectives before starting. As the objectives I want to set completing certain lab topics and exercises during set time.

For the upcoming weeks I've already planned with my programming partner which practical we will attend on campus, and during which time we would work online. We established we will hold each other accountable to not fall behind on exercises and progress with workload in a quite similar time. As I have a different partner for design with whom my group work for the previous weeks wasn't the best due to them falling ill after first lab session I hope for the upcoming weeks we can make up for the lost time by spending more time working on tasks together rather than mostly separately during upcoming week.

I want to dedicate around 9-11 hours of self-study work on top of already planned activities like lab sessions and lectures. This would round to total of around 21h for programming and 19h for system design for the whole week.

As additional systems I want to use online resources such as W3Schools and Stack Overflow to help me with better understating of overall topics and explaining more specific problems. This would help me with solving any difficulties that may arise during work.

REFLECTION AT THE END OF THE WEEK:

Strategy I tried during this week partially worked well for me. I was able to easily decide what will my objectives be and track my progress with them. Setting and completing goals for programming worked well, and I was able to complete everything how I planned. Unfortunately for system design plan didn't fully worked. Finishing my goal in set time became more challenging due to troubles with communication between me and my design partner and since one of my goals was to improve our group work to work more efficiently, that goal failed / I was not able to fully achieve it. Though resolved at the end, the issue caused me to spend slightly more time on system design than I originally planned and not complete my goals in set time frames.

2. WEEK 3 (28TH NOVEMBER 2021 – 4TH DECEMBER 2021)

Details:

Similar to previous week I will try the goal-setting method, as keeping track of my progress by setting goals before starting helps me with being efficient instead of procrastinating.

For this week with both my programming partner and design partner we established to work mostly online, while attending one of the programming practical on campus.

This week I want to dedicate around 10-11h hours of self-study on top of already planned activities. This will round up to around 25h of study for programming and 15h for system design.

Just like last week additional systems I want to use are online resources such as W3Schools and Stack Overflow to better understand the new topics and/or better explain any uncertainties. That will help me to practice my skills better while learning and understating new things to later solve difficulties that may arise while working.

REFLECTION AT THE END OF THE WEEK:

During week 3 of this module I was able to complete minor tasks that I planned to finish during Sunday of week2 which at the end lead me to not being able to finish all of my week 3 tasks on time and I will be finishing them during Monday (5th of December) of week4. Focusing mostly on programming and design affected badly my progress with math component of this module, and need to catch up with this topic was also one of the reasons why my week 3 progress got delayed. For this week my group work with my programming partner wasn't the best, although working didn't affect my programming progress, I feel like it should be improved so that both me and my programming pair could be on the same page with exercises and hopefully be able to help each other during upcoming lab sessions which later could positively affect working together on final programming project.

3. WEEK 4 (5TH DECEMBER 2021 – 11TH DECEMBER 2021)

Details:

This week just like during previous one's I will be working with the goal-setting method, as past three weeks showed that the method works very well for me.

For this week with both my programming partner we established to work similarly to previous weeks – half online and half on campus. Previously unfortunately I've worked very separately from my programming partner and would like to improve it this week.

This week I want to dedicate around 11hours hours of self-study on top of already planned activities.

Just like last time additional systems I want to use are online resources such as W3Schools and Stack Overflow to better understand the new topics and/or better explain any uncertainties. That will help me to practice my skills better while learning and understating new things to later solve difficulties that may arise while working.

REFLECTION AT THE END OF THE WEEK:

This image shows a full page of blank primary-ruled paper. It features ten sets of horizontal lines across the page. Each set consists of a solid top blue line, a dashed middle blue line, and a solid bottom blue line, providing a guide for letter height and placement in handwriting practice. The background is white, and there are no margins or other markings present.

4. FINAL REFLECTION

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.