13th December 2021

REPORT ON TIME MANAGEMENT

s-number: name:

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 activates 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.

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

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4. FINAL REFLECTION

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