Time Management

1. Structuring My Time

* Number of hours of sleep each night : 6 X 7 = 42
* Number of grooming hours per day : 0.5 X 7 = 3.5
* Number of hours for meals/snacks per day - include preparation time : 2 X 7 = 14
* Total travel time weekdays : 0 X 5 = 0
* Total travel time weekends : 0
* Number of hours per week for regularly scheduled functions (clubs, prayers, get-togethers, etc.) : 0
* Number of hours per day for chores, errands, extra grooming, etc. : 0 X 7 = 0
* Number of hours of work per week : 0
* Number of hours in class per week : 0
* Number of average hours per week socializing, dates, etc. : 14
* **Now add up the totals : 73.5**
* Subtract the above number from 168 : 168 – 73.5 = **94.5**

Methods that I can use this time period (Covid-19 Break) to maximize my learning time

* I can wake up in morning and start works in earlier.
* Reduce wasting time.
* Add additional time to learn new things to develop my skills.

1. Reflective Journal

* **Description**

In 1st year 2nd semester we had to develop an e-commerce web site. Therefore I and my team mates worked to finish it without any plan. And also we did it our own way. However the deadline was occurred. We had 5 more days to submit the project. But our project is not completed by us.

* **Feeling**

Finally we were being mindless. We have not any idea about what should do to complete the project. We blamed ourselves.

* **Evaluation**

We faced this situation; because of we had not planned the project workload well and did not meet per week to discuss our problems and the progress of individual workload. As result of that we faced that mindless situation.

* **Analysis**

Finally we thought that worry about the past is not the solution. Because of that we meet and discussed the situation we at right now. We made a plan to manage last 5 days to complete the project without sleep.

* **Conclusion**

We had to create a plan beginning of the project to manage the time. If we follow a work plan we had been complete the project without get a risk.

* **Action plan**

Time management is very effective to do large projects. When we have projects in future we can use that method to less our stress. By using time frame we can monitor what are the works have to do in each week or day.