Outline of Strategy & Innovation timetrackR Presentation (aiming for ~45 minutes)

1. Introductions
   1. Who am I
      1. Research biostats in department of Epi & Bio
      2. Been at MSK a little over 3 years
   2. What’s my role at MSK
      1. Data analysis
      2. Protocol development
      3. Our department is primarily a resource for statistics & data analysis to the institution.
   3. Who do I work with?
      1. Faculty statisticians
      2. Clinical researchers – attendings, fellows
2. Today’s presentation
   1. Outline of talk
3. Why track your time?
   1. In the long term, you have no recollection of how you’re spending your days
   2. Things are getting done and moving forward, but if you had to describe what you did last Tuesday, you probably couldn’t do it
   3. So what’s the problem?
      1. It’s hard to manage your time if you don’t know how you’re spending your time
      2. Recall is often inaccurate: Feels like we spend a lot of time on projects we don’t love and not enough time on projects we do
      3. As a resource to the institution, we’re balancing many “clients.” As a resource it’s important to manage expectations and to work efficiently.
4. How to track your time?
   1. There are many options available
   2. The option I chose toggl
   3. What is toggl?
   4. What does toggl look like?
   5. How I use toggl
   6. Pros/cons of toggl
      1. Really useful for tracking your time
      2. Less useful for analyzing your time
5. What to do with that information?
   1. This is where timetrackR comes in
   2. What is timetrackR?
6. timetrackR demo
   1. Lessons learned
7. Workflow integration
   1. Daily basis
      1. I previously worked at a Contract Research Organization where I had to bill my hours to specific projects, so I was used to tracking my time
      2. Started logging my time at MSK in 2017
8. How timetrackR works
   1. Shinydashboard
   2. R code snippets
   3. Hosting: using shinyapps.io but could use RConnect (contact Juan Carlos)
9. Future plans
10. Conclusion
    1. Key message: Tracking your time is important, can be done using toggl + timetrackR

Hi Jessica,

Thanks for meeting today to discuss your presentation on**It’s time to shine with the timetrackR app**.  It is helpful that you already have given it and the content is in a great place!

Here is a a quick summary of feedback for reference and my notes:

* Your **Goals** first bullet is a bit long and I think at start of presentation you can share your story and intro to what you do at MSK

* I think it will be key to consider for **your messaging** that overall the audience is mainly in data and analytics (data scientists, analysts) and people who are interested in being more efficient with their time

* + Similar terms people have been using related to project management in analyst work include: **change management, acting as a resource especially as an embedded analyst, and managing stakeholder expectations** (your example of NYU fellow project was great which helped focus on getting the right things done = output of a paper)

* + Some groups that would definitely be interested in this app which could be good include those in AmbCare – Juan Carlos, PAS (Patient Access Service) – Nick Kastango, Surgery Analytics – Chris Stromblad and team (Kristy – she asked about this presentation, Upasana, Joe), Applied Data Science - Claire

* I think you can cover Toggl a bit upfront and I think it is a good idea to give a quick overview for Toggl, and not to spend too much time on this which could detract from your app and presentation; a lot of people like myself have never used Toggl and it could be good to show how to track and create a CSV file, but not to give too much technical detail as a tool; the key here was creating the CSV file, how you use the website to track your time, and the type of projects you have; This could be helpful to just talk about why track your time and why it matters for the room

* I think you can think about breaking out your presentation into sections and having a clear way at start to dive into each so people are on edge of seat following (I think you can start with a broad statement (NOW I AM GOING TO GO INTO A DEMO) or direct the group to change modes (I WANT TO PAUSE HERE TO SAY, THIS IS WHY I FOUND TIME TRACKING IS IMPORTANT at start or end of each section to help break it up)

* Where people will definitely be interested in is how you have applied this to your projects and work and then how they can use in their own; I think the way you showed your projects on the right hand side in your app is great way to get this point across; another idea is to share potential scenarios or ways this can be used such as a group or for conversations with manager

* It could be good at end to tie into RConnect or address as part of questions for what you are looking to do next at MSK

Thanks again for going over and looking forward to next meeting as more of a run-through rehearsal!  We can use Zoom for that.

Michael