CPR101NAA- Week 7 Activity - Time Management Skills (100%)

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* **Answers are highlighted**

1. **Using your own words, discuss the importance of Time Management skills in our daily lives as programmers/IT professionals. (10%)**

Time management is a key aspect in the daily lives of programmers/IT professionals as it helps with,

* Being more efficient and productive.
* Helps to better coordinate with coworkers and peers.
* Helps reduce stress and anxiety from deadlines.

1. **What three things will you do to improve your time and attention management?**
   * **First Thing**
     1. **What you'll do. (10%).**

I could use a calendar and/or scheduling software to help keep track of tasks that need to be completed.

* + 1. **Why and how you'll do it. (20%)**

Using software to keep track of tasks would reduce errors with scheduling and can provide automated reminders to save me additional time. I would try to use a software that can be synced on all my devices

* + **Second Thing**
    1. **What you'll do. (10%).**

Prioritize tasks into categories of importance and how much I want to, or am able to, complete the task.

* + 1. **Why and how you'll do it. (20%)**

This would allow me to make sure that I am spending the appropriate amount of time on a task and in the event that I can not complete all my tasks, at least the most important ones are completed.

* + **Third Thing**
    1. **What you'll do. (10%).**

Try to form healthy habits of checking in with my uncompleted tasks so that I am continuously aware of any tasks that need completing.

* + 1. **Why and how you'll do it. (20%)**

Create scheduled times that I can review and update my outstanding tasks. This makes sure that I am aware of what needs to be done as well as reinforcing the importance of forming healthy time management habits.