

INTERVIEW QUESTIONS AND ANSWERS

4/06/2024

Question: How do you currently manage your daily tasks?

Student Response 1:

"I usually start my day by making a to-do list on a notepad or in my planner. I also use sticky notes for quick reminders and prioritize my tasks based on deadlines and importance."

Student Response 2:

"I manage my daily tasks by keeping a detailed planner where I write down everything I need to do. I also use a combination of digital tools to stay organized."

Student Response 3:

"I manage my daily tasks using a mix of digital apps and a physical bullet journal. The bullet journal helps me stay creative and engaged, while the apps help with reminders and organization."

Question: What tools or applications do you use for task management?

Student Response 1:

"I use a combination of Google Calendar for scheduling events and deadlines, and Todoist for managing my to-do lists. Sometimes I also use Trello for larger projects where I need to track multiple steps."

Student Response 2:

"I primarily use Microsoft Outlook for scheduling and email management. For tasks, I rely on Microsoft To Do and occasionally use Evernote for taking notes and keeping track of ideas."

Student Response 3:

"I use Notion for its versatility and customization options, and Google Keep for quick notes and reminders."

Question: What do you like and dislike about these tools?

Student Response 1:

"I like Google Calendar because it syncs across all my devices and sends me reminders. Todoist is great for organizing tasks with different priorities and due dates. However, I find Trello a bit overwhelming for personal use because it has so many features, and it can be time-consuming to set up each board."

Student Response 2:

"I like Microsoft To Do because it integrates well with Outlook and has a clean, easy-to-use interface. However, I wish it had better collaboration features for group projects."

Evernote is great for organizing notes, but I find its search functionality could be improved."

Student Response 3:

"Notion is fantastic because it allows me to create custom templates for different types of tasks and projects. However, it can be a bit overwhelming to set up and requires a learning curve. Google Keep is very straightforward and easy to use, but it lacks some advanced features like task dependencies."

Question: Can you describe a typical day and how you use these tools?

Student Response 1:

"On a typical day, I start by checking my Google Calendar to see any scheduled classes or meetings. Then, I look at Todoist to review my tasks for the day and prioritize them. Throughout the day, I use Todoist to check off completed tasks and add any new ones that come up. If I have a project, I might use Trello to break down the project into smaller tasks and track my progress."

Student Response 2:

"A typical day starts with checking my Outlook calendar for any meetings or deadlines. I then open Microsoft To Do to review my task list and prioritize my work. Throughout the day, I use Evernote to jot down notes during classes or meetings. I end the day by reviewing my completed tasks and planning for the next day."

Student Response 3:

"In a typical day, I start by reviewing my bullet journal and updating it with any new tasks or events. I then check Notion for my project management and detailed task lists. Throughout the day, I use Google Keep to capture quick notes or ideas that come up, and at the end of the day, I transfer any important information from Keep to Notion or my journal."

Question: Are there any features you wish your current task management tool had?

Student Response 1:

"I wish Todoist had a built-in Pomodoro timer to help with time management. It would also be great if it had more detailed analytics on my productivity trends. For Google Calendar, a feature that automatically suggests optimal times for tasks based on my schedule would be really helpful."

Student Response 2:

"I wish Microsoft To Do had a more robust project management feature similar to Trello, where I could visualize tasks in different stages. Additionally, better integration between Evernote and other Microsoft Office apps would streamline my workflow."

Student Response 3:

"I wish Notion had better offline capabilities, as I often need to access my notes and tasks when I don't have internet. It would also be great if Google

Keep had a way to categorize notes more effectively and support for task hierarchies."