

Reflect on the day's task and Complete any incomplete tasks

Lynn Robert Carter, PhD

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Activity Kind

This is an individual activity.

Purpose

Consider the what has happened, looking for patterns, and figuring out how to improve what you are doing and how you do it.

Prerequisite

You are expected to have carefully watched the video: Engineering Notebook (ENB) – A powerful tool for inventors and professionals before you finalize and submit today's engineering notebook entry.

Tasking

Look back at the last week and ask yourself how many of the tasks were finished on time, ahead of time, and late. Produce a table showing the results of this analysis a place a copy of it in your ENB.

For each activity that was late, what was the root cause¹. This should not be about “finding blame”, but what caused the situation, such as: “We did not know what we were supposed to do?” or “We understand what we were to do, but did not know how to do it?”

Once you get past blaming others and focus on the true root cause, it is possible to start to consider ways to address the cause. How did you and/or the team figure out eventually to solve barriers to progress in the earlier activities that were late? Is it possible to do similar kinds of things earlier, as in **before** the time scheduled to do the work? Part of coming prepared is not just knowing what work is to be done, but being able to actually do the work. Is it possible for you to assess which activities will be easy and do not require effort before the work session in order to “come prepared” and which will require more study, maybe some experimenting, and maybe a question and answer session with the mentor the day before the work session to make sure you are on track?

One key aspect of planning is recognizing the difference between things you know you can do well and things that will require extra effort on your part. The decision to go to school is an example of this, but the costs and impact of stopping everything in order to go to school is something that can only be borne a few times in one's life. Doing tutorials at nights or over a weekend is like going to school, but it much faster, assuming you have selected an appropriate tutorial and you seriously do the work. What other ways can you pro-actively address things that you do not know how to do well that might be appropriate and that you might seriously consider doing? This is a key aspect of what reflection is about. Reflect and write into your ENB how you plan to come to each activity better prepared.

Deliverables

The ENB submission must be made before midnight, but you really should be producing the notes as you actually do the activities. No one's memories are perfect, so the longer you wait to produce your ENB entries, the more difficult and time consuming the activity will become.

¹ <https://asq.org/quality-resources/root-cause-analysis>

Submission

Each student must submit an ENB entry for each and every day work is performed on the projects. Lack of an entry in the ENB logically means that no work for that activity was done during that day.