

How to Get Organized and Avoid Burnout

Michelle Davies Thalakottur
30 September 2020

Why be organized?

- College ~~is~~ can be insane
 - You have to manage several activities together : submissions, meetings, clubs, student panel, internships, etc.
 - If you aren't organized, you'll complete tasks as and when their deadlines approach - a great recipe for burnout.
 - The more you take on, the more time you'll have to spend doing admin and thinking about what needs to get done.
- I've managed to juggle everything I need to do and remain relatively sane. Maybe you'll find some of the things I do helpful in the next three years.

Tools : Physical vs Digital

- Advantages of Digital
 - Cross Platform
 - Shareable
 - No waste!
- Advantages of Physical
 - More flexible
 - Customizable
 - Creative outlet
- Experiment to figure out what works for you.
- I like to use both.

What do I need to get done?

- Do you know what you need to do today? How about tomorrow? How about three months from now?
- Why is this important?
 - Free up mental space
 - No need to worry about missing a deadline
 - Keep track of changing appointments
 - Keep track of what you did, when
- Your method of keeping track of lectures, meetings, etc has to be flexible to account for rescheduling.

Google Calendar

- You can add :
 - Events : Lectures, Club meeting, etc.
 - Reminders : Have medicine at 2:00 pm.
 - Tasks, Goals.
- Your events can be repeated every day / week / two weeks / month / year, till a certain date *automatically*.
- Each event can be easily rescheduled using drag and drop or manual editing and changes can be applied to a single event or all events (if it is repeating).
- Schedule meetings and send invite emails and reminders to all guests.

	SUN 29	MON 30	TUE 31	WED Jan 1	THU 2	FRI 3	SAT 4
1				New Year's Day	Commencement c Guru Govind Singl		
2	5	6 <ul style="list-style-type: none">• 8:45am AIML• 10am CS• 1pm Python 2 more	7 <ul style="list-style-type: none">• 7:45am TOC• 8:45am SDA• 10am DMDWL 2 more	8 <ul style="list-style-type: none">• 1pm AIML• 2pm TOC• 3pm EEP	9 <ul style="list-style-type: none">• 8:45am SDA• 10am QA• 1pm Python• 2pm DMDW 4 more	10 ESE Exam Result <ul style="list-style-type: none">• 8:45am SDA• 10am SDA Tutoria 4 more	11 <ul style="list-style-type: none">• 8pm Call with Rac
3	12	13 <ul style="list-style-type: none">• 8:45am AIML• 10am CS• 1pm Python 3 more	14 Lohri	15 Makar Sankranti Pongal	16 <ul style="list-style-type: none">• 8:45am SDA• 10am QA• 1pm Python• 2pm DMDW 3 more	17 <ul style="list-style-type: none">• 8:45am SDA• 10am SDA Tutoria• 11am TOC Tutoria 3 more	18 <ul style="list-style-type: none">• 10am Python Extr
4	19 <ul style="list-style-type: none">• 12pm ETCS Phase	20 <ul style="list-style-type: none">• 8am Reminder to• 8:45am AIML• 10am CS• 3pm AIMLL 2 more	21 <ul style="list-style-type: none">• 7:45am TOC• 8:45am SDA• 10am DMDWL 2 more	22 <ul style="list-style-type: none">• 1pm SDA• 2pm TOC• 3pm EEP• 3pm Meeting Salc	23 <ul style="list-style-type: none">• 8:45am SDA• 10am QA• 1pm Python• 2pm DMDW 2 more	24 <ul style="list-style-type: none">• 8:45am TOC• 10am SDA Tutoria• 11am TOC Tutoria 2 more	25
5	26 Republic Day	27 <ul style="list-style-type: none">• 8:45am AIML• 10am CS: Present• 10:30am Exam Fe 4 more	28 Driving Licence Te	29 <ul style="list-style-type: none">• 1pm AIML• 2pm TOC 3 more	30 Vasant Panchami <ul style="list-style-type: none">• 8am SDA• 10am QA 2 more	31 <ul style="list-style-type: none">• 8:45am SDA• 10am SDA Tutoria• 11am TOC Tutoria 3 more	Feb 1

SUN	MON	TUE	WED	THU	FRI	SAT
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7 AM						
8 AM	Reminder to Return Books	TOC 7:45 - 8:45am				
9 AM	AIML 8:45 - 9:45am	SDA 8:45 - 9:45am		SDA 8:45 - 9:45am	TOC 8:45 - 9:45am	
10 AM	CS 10am - 12pm	DMDWL 10am - 12pm		QA 10 - 11am	SDA Tutorial 10 - 11am	
11 AM					TOC Tutorial 11am - 12pm	
12 PM	ETCS Phase 3 12 - 3pm					
1 PM		Python 1 - 2pm	SDA 1 - 2pm	Python 1 - 2pm	AIML 1 - 3pm	
2 PM		DMDW 2 - 3pm	TOC 2 - 3pm	DMDW 2 - 3pm		
3 PM	AIMLL 3 - 5pm		EEP 3 - 5pm	Meeting 3 - 4pm		AIMLL 3 - 5pm
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5 PM						
6 PM						
7 PM						

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Driving Licence

Vasant Pancham

8 AM

TOC
7:45 - 8:45am

SDA
8 - 9:45am

9 AM

AIML
8:45 - 9:45am

SDA
8:45 - 9:45am

SDA
8:45 - 9:45am

10 AM

CS:
Presentation
10am -
11am

DMDWL
10am - 12pm

QA
10 - 11am

SDA Tutorial
10 - 11am

11 AM

Exam
Fees
10:30am

TOC Tutorial
11am - 12pm

12 PM

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12 - 1pm

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1 - 2pm

Python
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Python
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DMDW
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10 AM CS: Presentation
10am - 12pm

Exam Fees
10:30am - 1pm

11 AM

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DMDW
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AIML
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10 AM

CS: Presentation
10am - 12pm

11 AM

12 PM

Python
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2 PM

Exam Fees
2 - 4pm

3 PM

AIMLL
3 - 5pm

4 PM

(No title)
6 - 7pm

5 PM

6 PM

7 PM

Add title

Event

Out of office Reminder Task Appointment slots

Monday, January 27 6:00pm - 7:00pm
Time zone • Does not repeat

Find a time

Add guests

Add Google Meet video conferencing

Add rooms or location

Add description or attachments

Michelle Thalakottur ●
Busy • Default visibility • Notify 1 hour before

More options

Save

MON

27

GMT+05:3

7 AM

8 AM

9 AM AIML
8:45 - 9:45am

10 AM CS: Presentation
10am - 12pm

11 AM

12 PM

1 PM Python
1 - 2pm

2 PM Exam Fees
2 - 4pm

3 PM AIMLL
3 - 5pm

4 PM

5 PM

6 PM call with jui
6 - 7pm

7 PM

call with jui

Event

Out of office

Reminder

Task

Appointment slots

Monday, January 27 6:00pm - 7:00pm

All day Time zone

Does not repeat

Daily

 Weekly on Monday

 Monthly on the fourth Monday

 Monthly on the last Monday

 Annually on January 27

 Every weekday (Monday to Friday)

 Custom...

More options

Save

MON
27

GMT+05:3

7 AM

8 AM

9 AM AIML
8:45 - 9:45am

10 AM CS: Presentation
10am - 12pm

11 AM

12 PM

1 PM Python
1 - 2pm

2 PM Exam Fees
2 - 4pm

3 PM AIMLL
3 - 5pm

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6 PM call with jui
6 - 7pm

7 PM

call with jui

Event

Out of office

Reminder

Task

Appointment slots

⌚ Monday, January 27 6:00pm - 7:00pm

All day Time zone

Weekly on Monday ▾

Find a time



Jui



Jui Bangali
jui.bangali@cumminsco...

encing

Jui Kate
jui.kate@cumminscole...

JUI OAK
jui.oak@cumminscole...

Jui Shinde
jui.shinde@cumminscole...

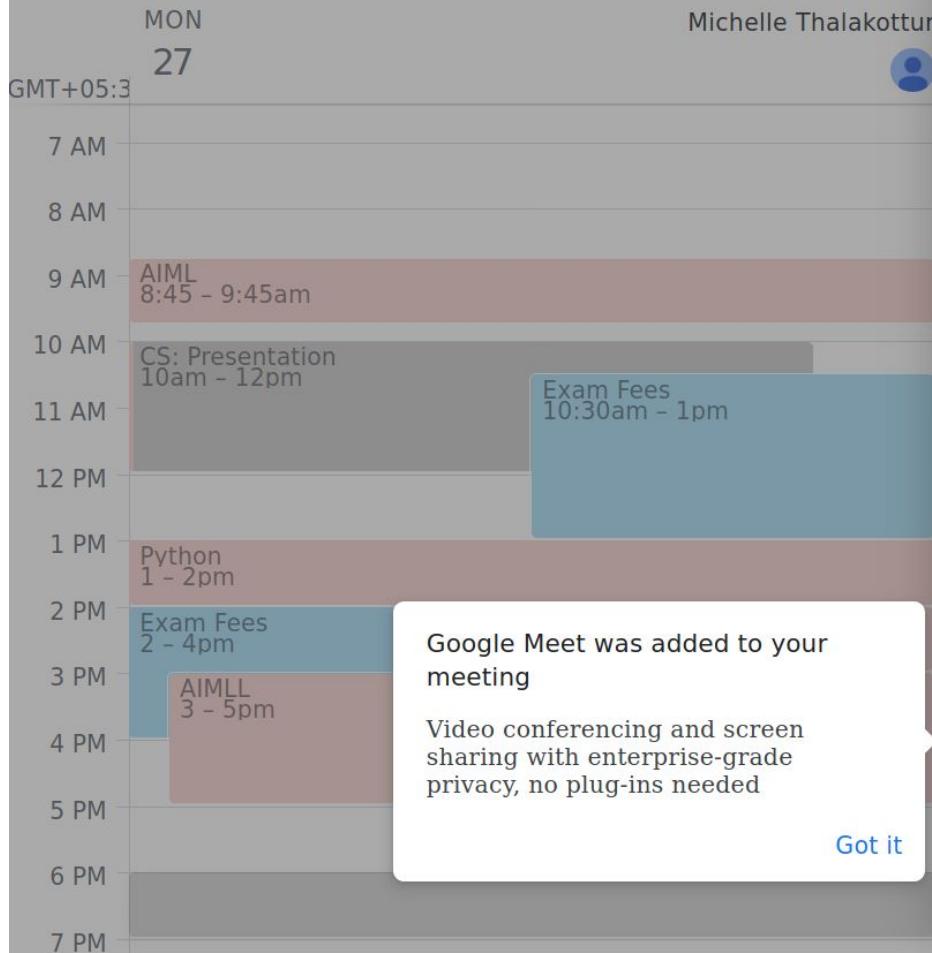
hour before

More options

Save

Today

< > January 27, 2020 Week 5



call with jui

Event Out of office Reminder Task Appointment slots

Monday, January 27 6:00pm - 7:00pm

All day Time zone

Weekly on Monday ▾

Find a time

Add guests

michelle.thalakottur@cumminscollege.in
Organizer

Jui Bangali

Guest permissions
Invite others • See guest list

Join with Google Meet

meet.google.com/ncr-gszt-wfp
Up to 250 participants ⓘ

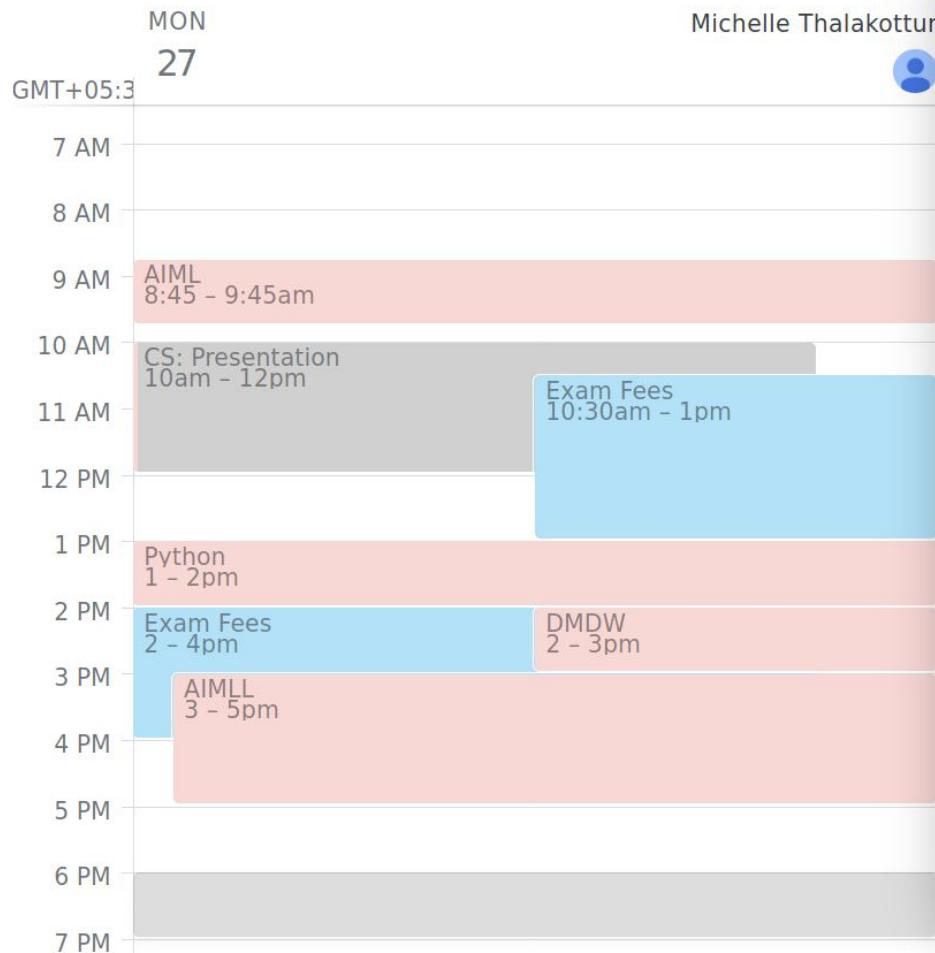
Add rooms

More options

Save

Today

< > January 27, 2020 Week 5



Michelle Thalakottur



Add guests

michelle.thalakottur@cumminscollege.in Organizer
 Jui Bangali

Guest permissions
Invite others • See guest list

Join with Google Meet
meet.google.com/ncr-gszt-wfp Up to 250 participants ⓘ

Add rooms
google meet

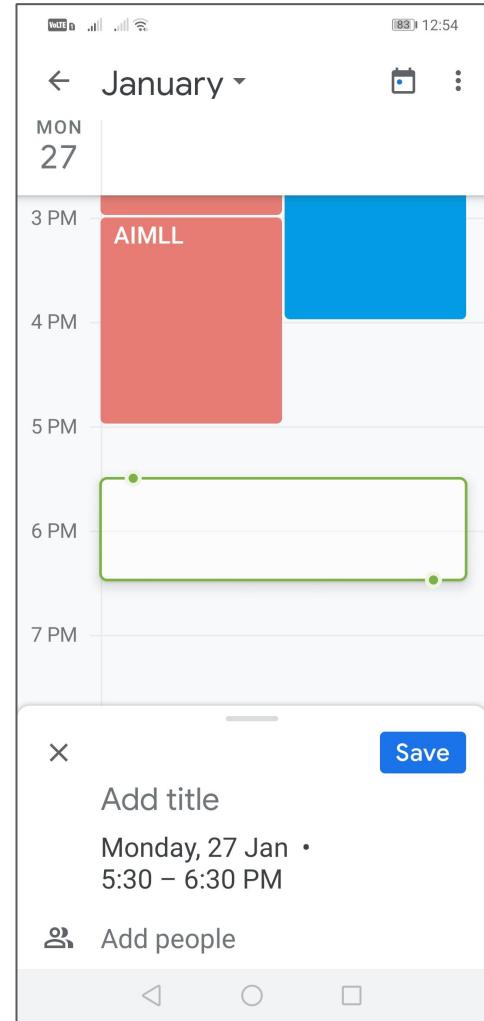
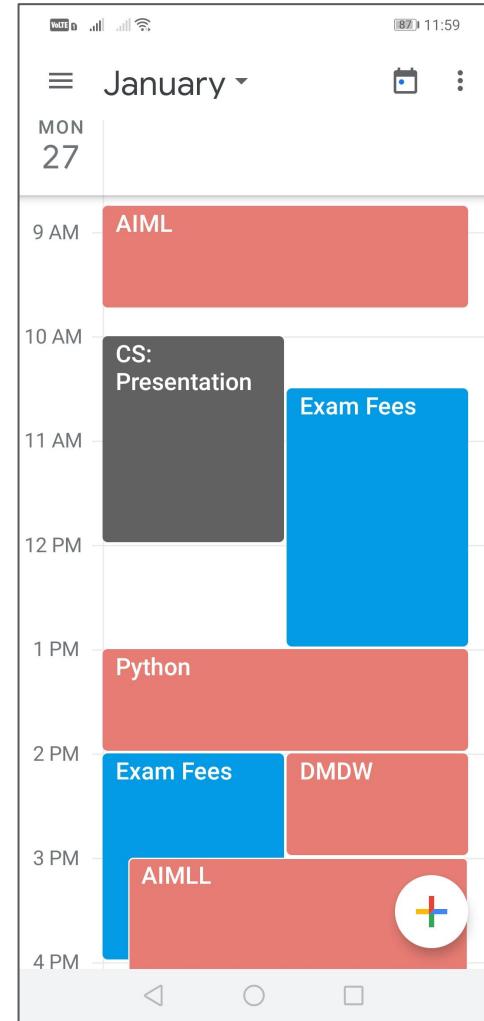
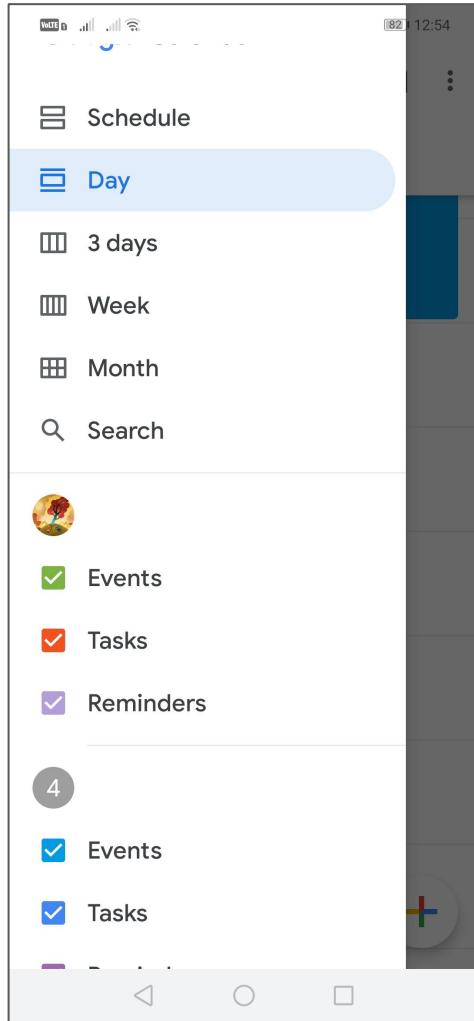
which guest do we invite for the event?

Add attachment

Michelle Thalakottur Busy • Default visibility • Notify 1 hour before

More options

Save



Remembering things

- You need to be able to keep track of some things across semesters.
 - What marks did you get in your first insem exam/test? Is the total of your course marks correct?
 - You'd be surprised at how many times you need to verify the marks that have been entered.
- You need to keep track of things continuously for short periods of time
 - Hostel grocery lists
 - College ID
 - Student portal link and password

Google Spreadsheet + Google Keep

- Google Spreadsheet : remembering long term things.
 - Organize using google drive : not really necessary.
 - Also very useful for planning out events and checklists.
- Google Keep : remembering things for short term.
 - Organize using labels : very necessary.

Start a new spreadsheet

Template gallery 



Blank



Monthly budget



Grade book

Day	Month	Year	Category	Value
1	January	2019	Homework	80%
2	February	2019	Homework	85%
3	March	2019	Homework	90%
4	April	2019	Homework	95%
5	May	2019	Homework	100%
6	June	2019	Homework	100%
7	July	2019	Homework	100%
8	August	2019	Homework	100%
9	September	2019	Homework	100%
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259	July	2040	Homework	100%
260	August	2040	Homework	100%
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263	November	2040	Homework	100%
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265	January	2041	Homework	100%
266	February	2041	Homework	100%
267	March	2041	Homework	100%
268	April	2041	Homework	100%
269	May	2041	Homework	100%
270	June	2041	Homework	100%
271	July	2041	Homework	100%
272	August	2041	Homework	100%
273	September	2041	Homework	100%
274	October	2041	Homework	100%
275	November	2041	Homework	100%
276	December	2041	Homework	100%
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Sem5

2	Course Code	Course Title	Credits	T1	T2	EndSem	Total	Out of	Grade	
3	CE 3101	Computer Networks	4					100		
4	CE 3102	Database Management Systems	4					100		
5	CE 3103	Design and Analysis of Algorithms	3					75		
6	OEHS 3101	Intellectual Property Rights	3					100		
7	PECE 3101	Statistics for Computer Science	3					75		
8	CE 3104	Database Management Systems Lab	1					25		
9	CE 3105	Computer Networks Lab	1					25		
10	CE 3106	Programming Skills Development Lab	2					50		
11	PECE 3102	Statistics for Computer Science Lab	1					25		
12	Total							575		
13	Out Of		22							
14										
15										

16										
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Sem6

17	Course Code	Course Title	Credits	T1	T2	EndSem	Total	Out of	Grade	
18	CE3201	Theory of Computation	4					100		
19	CE3202	Artificial Intelligence and Machine Learning	3					100		
20	CE3203	Software Design and Architecture	4					100		
21	PECE 3201	Joy of Computing	3					100		
22	PECE 3202	Data Mining and Data Warehousing	3					100		
23	CE3204	Seminar	2					50		
24	CE3205	AIML Lab	2					50		
25	PECE3203	DMDW Lab	1					25		
26	Total		22					625		
27	Out Of									
28										
29										

30	TY SGPA:	
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31		
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+ ⏺	T.Y.BTech	Sheet4	S.Y.BTech	F.Y.BTech	
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Print (Ctrl+P)

	A	B	C	D	E	F	G	H	I	J	
Sem5											
2	Course Code	Course Title	Credits	T1	T2	EndSem	Total	Out of	Grade		
3	CE 3101	Computer Networks	4	25	25	50	100	100	O		
4	CE 3102	Database Management Systems	4	25	25	50	100	100	O		
5	CE 3103	Design and Analysis of Algorithms	3	25	25	50	100	100	O		
6	OEHS 3101	Intellectual Property Rights	3	25	25	50	100	100	O		
7	PECE 3101	Statistics for Computer Science	3	25	25	50	100	75	O		
8	CE 3104	Database Management Systems Lab	1	-		25	25	25	O		
9	CE 3105	Computer Networks Lab	1	-		25	25	25	O		
10	CE 3106	Programming Skills Development Lab	2	-		50	50	50	O		
11	PECE 3102	Statistics for Computer Science Lab	1	-		25	25	25	O		
12	Total						625	575			
13	Out Of		22						10	220/22	
14											
15	Sem6										
17	Course Code	Course Title	Credits	T1	T2	EndSem	Total	Out of	Grade		
18	CE3201	Theory of Computation	4	25	25	50	100	100	O		
19	CE3202	Artificial Intelligence and Machine Learning	3	25	25	50	100	100	O		
20	CE3203	Software Design and Architecture	4	25	25	50	100	100	O		
21	PECE 3201	Joy of Computing	3	25	25	50	100	100	O		
22	PECE 3202	Data Mining and Data Warehousing	3	25	25	50	100	100	O		
23	CE3204	Seminar	2		25	25	50	50	O		
24	CE3205	AIML Lab	2			50	50	50	O		
25	PECE3203	DMDW Lab	1				25	25	O		
26	Total		22					625			
27	Out Of								10	220/22	
28											
29											
30											
31	TY SGPA:										
	+ ⏷	T.Y.BTech ▾	Sheet4 ▾	S.Y.BTech ▾	F.Y.BTech ▾						

A green icon representing Google Sheets, showing a white grid of four columns and three rows.

AICVS Activities Plan

File Edit View Insert Format Data Tools Add-ons Help Last edit was on April 27

5

Day

	A	B	C	D	E	F	G	H
1	Day	Date	Type	Topic	Speaker	Booked		
2	SAT	11/01	Session	Chatbot development using RASA platform	Yogesh Kulkarni	Booked		
3	SUN	12/01	Kaggle Competition - ML: Bank Client Dataset - Balanced classes and PCA concept					
4	SAT	18/01	SIH Internal Hackathon					
5	SUN	19/01						
6	SAT	25/01	Fun With AI; AlphaGo			Booked		
7	SUN	26/01						
8	SAT	01/02						
9	SUN	02/02	Weekend before T1					
10	SAT	08/02	Holiday - T1 just finished					
11	SUN	09/02						
12	THURS	13/02	Fun With AI; -					
13	SAT	15/02	Innovation Weekend					
14	SUN	16/02						
15	SAT	22/02	Workshop		Sri Harsha Gajavalli			
16	SUN	23/02						
17	SAT	29/02	Session	Intro to DL	Pranit Kothari			
18	SUN	01/03	Kaggle Competition - DL					
19	THURS	05/03	Fun With AI;					
20	SAT	07/03	Session	ML Project discussion	Nikita Kotak	Booked		
21	SUN	08/03						
22	SAT	14/03	Gandhaar weekend - subject to change: Holiday!					
23	SUN	15/03						
24	SAT	21/03	Weekend before T2					
25	SUN	22/03						
26	SAT	28/03	Holiday - T2 just finished					
27	SUN	29/03						
28	SAT	04/04	Session	Recommender Systems	Prachi Shukla	Booked		
29	SUN	05/04	Kaggle Competition - ML: Low Resource Datasets					
30	THURS	09/04	Fun With AI;					
31	SAT	11/04	Session		Chikita			
32	SUN	12/04						

covid-19
lockdown

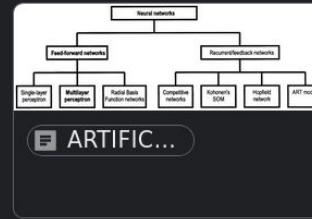
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Sem2 ▾

Sem 1 ▾

 Notes Reminders college interesting links sem7 Edit labels Archive Trash

hello this is a note



Take a note...



Bullet Journal
<https://goo.gl/images/uzzGjU>

Lecture Notes

- There are many different ways to take notes
- Everyone learns in different ways
- I remember things really well if I've written them down. However, I can't write down all my notes. It would take too long.
- So, I mix it up for different courses depending on what sort of information I need to remember, how intensive the course is, etc.
- I (tend to) use a mix of typed, hand-written and hand-annotated notes.
- Experiment to find what suits you!

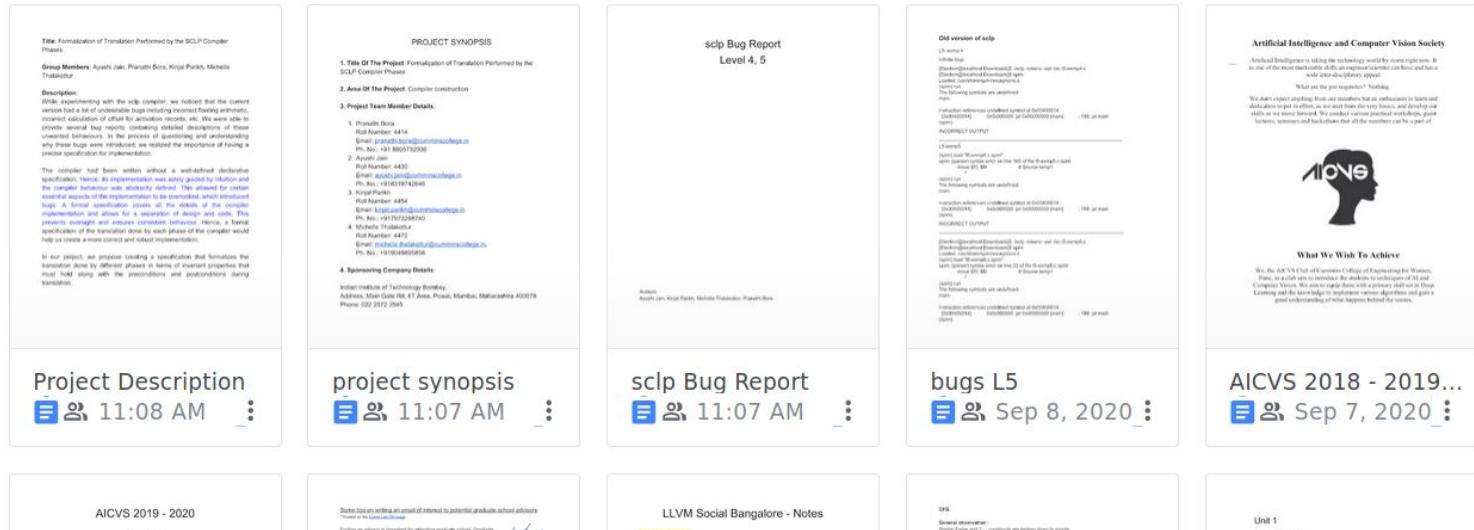
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Editing

5.2 Routing Algorithms

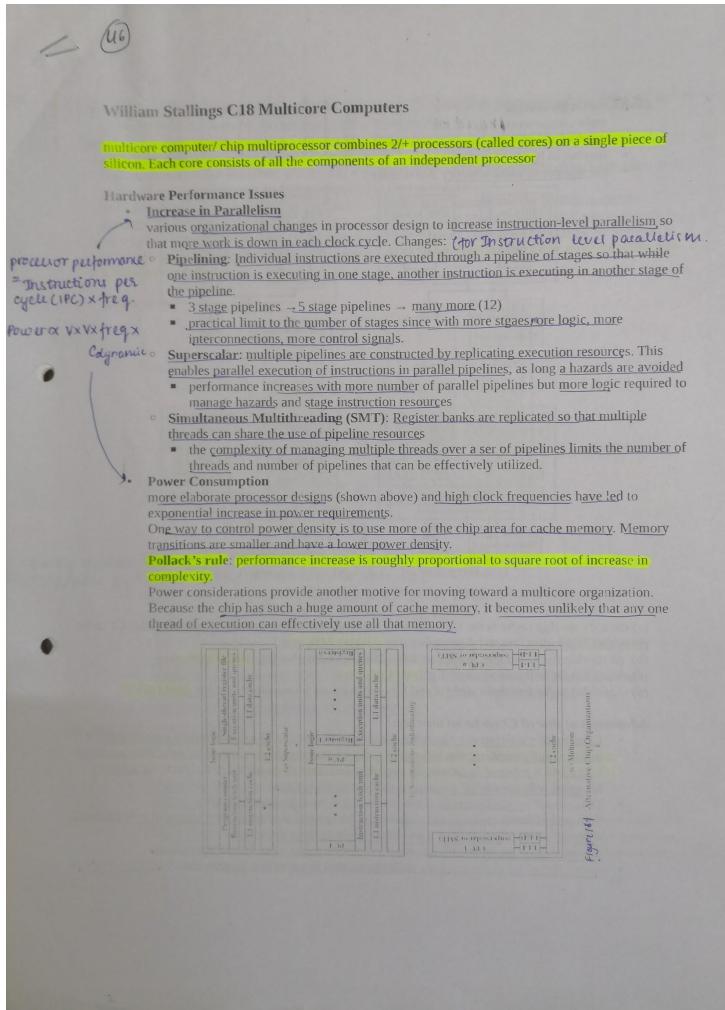
The **routing algorithm** is that part of the network layer software responsible for deciding which output line an incoming packet should be transmitted on. Also fills in and updates the routing tables

- Datagram network internally - this decision must be made anew for every arriving data packet since the best route may have changed since last time.
- Virtual circuits internally - routing decisions are made only when a new virtual circuit is being set up. Thereafter, data packets just follow the already established route. *Session Routing*

Forwarding - handles each packet as it arrives, looking up the outgoing line to use for it in the routing tables

Good routing algorithm:

- Correctness and simplicity
- Robustness
 - Once a major network comes on the air, it may be expected to run continuously for years without system-wide failures. The routing algorithm should be able to cope with changes in the topology and traffic without requiring all jobs in all hosts to be aborted
- Stability



- selector may be given a zero value which refers to first descriptor in segment. which is not valid so attempt to use it causes general protection exception.
- when scaling is used, lower 12 bits not checked (4 bytes) not checked against limit
 - valid offsets within segment are 0 - 4095
 - For all types of segments, except expand-down segments, value of limit = size - 1 byte of segment (in bytes)
 - general protection exception when
 - attempt to access memory byte at address > limit
 - attempt to access memory word at address > (limit - 1)
 - attempt to access memory doubleword at address > (limit - 3)
 - attempt to access memory quadword at address > (limit - 7)
 - for expand down segments, limit is interpreted as,
 - B = 1, range from $(\text{limit} + 1)$ to $2^{32} - 1$
 - B = 0, range from $(\text{limit} + 1)$ to $2^{16} - 1$
 - Limit checking catches programming errors like runaway scripts, invalid pointer calculations
 - errors detected when they occur: identification of cause easier.
 - not after, so critical memory has not been overwritten by then
 - There is limit checking on segments as well as descriptor tables
 - GDT, LDT and IDTR contain 16-bit limit value
 - used by processors to prevent programs from selecting a segment descriptor outside descriptor table
 - limit of descriptor table identifies last valid byte of the table
 - each descriptor 8 bytes long, so table with N descriptors has limit $8N - 1$
- Privilege Levels**
- Fig 12-2: 4 privilege levels
- greater number means lesser privilege
 - Privilege levels can be used to improve the reliability of OS
 - by giving OS greatest privilege, it is protected from damage by bugs in other programs
 - The following data structures contain privilege levels:
 - The lowest two bits of the CS segment register hold the current privilege level (CPL).
 - privilege level of the program being run
 - The lowest two bits of the SS register also hold a copy of the CPL
 - the CPL is equal to the privilege level of the code segment from which instructions are being fetched.
 - The CPL changes when control is transferred to a code segment with a different privilege level.
 - Segment descriptors contain a field called the descriptor privilege level (DPL). The DPL is the privilege level applied to a segment.
 - Segment selectors contain a field called the requestor privilege level (RPL). The RPL is intended to represent the privilege level of the procedure which created the selector. If the RPL is a less privileged level than the CPL, it overrides the CPL. When a more privileged program receives a segment selector from a less privileged program, the RPL causes the memory access to take place at the less privileged level.
 - Privilege levels are checked when the selector of a descriptor is loaded into a segment register. The checks used for data access differ from those used for transitions of execution among
- general protection exception if a program attempts to access a segment using a less privileged level (greater privilege number)

Email

- You get a LOT of email in college.
 - A large number is spam: training discounts, etc.
 - The important emails can pile up in your inbox.
 - You can either ignore large number of unread emails or automate dealing with emails and make your life a lot easier.
- Use Gmail filters and labels
 - Filters catch spam email using keywords so you don't need to see mails you don't want to see.
 - Labels help keep track of emails from a certain person (all CS101 emails go to CS101 label).
 - Filters and Labels can be combined to help achieve Inbox Zero.



Want to join a team in your domain?

We found 4 teams at [cumminscollege.in](#), you can request to join one of them

Don't show again for this account

[Join a team in my domain](#)

≡ Gmail



Search mail

Streak
Basic



1–50 of 10,252



Compose

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Starred

Snoozed

Sent

Meet

New meeting

My meetings **New**

Hangouts

4414_Pranathi +

4439_Harsha Kalmath, 4472_



Compose

- Inbox
- Starred
- Snoozed
- Sent
- Drafts
- BE Project
- GradSchool Apps
- ICCF
- IITB 2020
- IOT
- LLVM discussions
- Mailspring/Snoo...

Meet

- New meeting
- My meetings New

Hangouts

- 4472 Mich
- + Compilers Project disc...
-

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#)

Themes

The following filters are applied to all incoming mail:

<input type="checkbox"/> Matches: Internshala	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: lost	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: subject:MCODE	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: TakenMind	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: NIDHI PRAYAS	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: Unschool	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: from: [REDACTED]	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: roommate; required	Do this: Skip Inbox, Mark as read	edit	delete
<input type="checkbox"/> Matches: from: [REDACTED]	Do this: Skip Inbox, Mark as read	edit	delete

31

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Compose

- ▶ Sent
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- 🎥 BE Project
- 💻 GradSchool Apps
- 💻 ICCF
- 💻 IITB 2020
- 💻 IOT
- 💻 LLVM discussions
- 💻 Mailspring/Snoo...
- 💻 **papers**
- 💻 Sem7
- ⌄ More

Meet

- 💻 New meeting
- 📅 My meetings New

Using 5.7 GB
Manage

Program Policies
Powered by Google

Last account activity: 0 minutes ago
[Details](#)

Hangouts

 4472 Mich

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 Compiler Project disc...

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1-4 of 4 < >

31

□ ★ me	Inbox Interesting - http://www.daemonology.net/blog/2020-09-20-On-the-use-of-a-life.html	Sep 21
□ ★ me	Interesting paper 01695215.pdf  01695215....	Sep 20
□ ★ me	Interesting article - https://logicmag.io/care/built-to-last/	Sep 20
□ ★ me	Interesting paper vlhcc2018-pang.pdf  vlhcc2018...	Sep 20

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Planning your time

- At this point, you know what needs to be done and have process set up to deal with all the other admin work related to college.
- How do you plan out your time so that even if you have 5 deadlines everyday for an entire week (it happens), you don't burnout?
- You can rely on your incredibly smart brain to schedule everything optimally.
- Or, you can save up all that brain work for more important things and just plan out your months, weeks and days.
- I like to use bullet journals or planners.
- Bullet journaling is a pretty popular form of planning : look online for resources to learn about it.

DATE 1 / 1

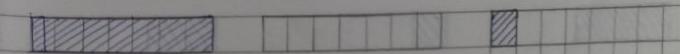
Week 23/52

MON	7/1/18	TUE	9/1/18	WED	10/1/18
German class @ 2:30 pm	Listening to CD @ 4:30 with Poja & German ochem • beer • math			• chem • beer • beer lab	
• German HW! • week 2 code (2) • Reading 1 is complete! Do the steady log	• Week 2 complete • week 2 code (2) • BME notes • health checkup right after college • milk, bread prices. o READING You've missed pages! pages so just read so but DO IT!	• Week 3 (1/4) • buy milk for tom breakfast • Week 3 (1/2) • logo design start ↑ no internet so can't do either	• German HW • buy milk for tom breakfast • Week 3 (1/2)		



DATE 1 / 1

THURS	10/1/18	FRI	12/1/18	SAT	13/1/18
German class @ 3:15pm	last date: logo			• math	
				• bme	
		• Week 3 full	xem		
		• logo finish	obme		
		• German way	o math		
			xbeer		
		logo took the entire day to finish (and left me exhausted. My throat is hurting now *(sad*)	• week 3 (1/2 videos) I try to do but I don't think you'll get time (going home) (lol)	SUN	13/1/18



WEEK 10

MON	5/3	TUE	6/3	WED	7/3
Guman @ 3:30		Guman @ 3:30			
<ul style="list-style-type: none"> ◦ chem notes ◦ till done ◦ chem tutes ◦ math: Shreya ◦ talk to tanya ◦ talk to PO. 		<ul style="list-style-type: none"> ◦ chem notes ◦ till done ◦ chem tutes ◦ math : Shreya ◦ journal ◦ em writeup 		<ul style="list-style-type: none"> ◦ chem ◦ bee ◦ marking of chem ◦ chem tute 4 	
<ul style="list-style-type: none"> • Week 4(1/3) • Week 4(2/3) 		<ul style="list-style-type: none"> ◦ Week 4(3/3) 		<ul style="list-style-type: none"> • Week 4(3/3) 	

DATE

WEEK 13

MON 26/3

TUE 27/3

WED 28/3

1/1

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THURS 29/3

FRI 30/3

SAT 31/3

M

S

SUN 1/4

1/1

GOAL FOR TODAY

✓ Follow the plan
✓ Sleep at 10
Use your time effectively

! Meet
! Meet
! Print out Bunkshot

PRIORITIES

✓ GRE
Vocab common words I
Vocab Hard set
Quant Hard Set
GRE Plan with Practise Bks

✓ AI-ML notes
Read textbook and make
summary notes
terrible textbook -
watched MITOCW lectures

✓
Farewell - movie
! Tabs or Spacers - dev
Read wabtec paper.

✓ Capital
Read capital th1 Intro

SCHEDULE

- ✓ 6:00 ↑ GRE
- 7:00 ↓
- ✓ 8:00 Breakfast, Bath
- 9:00 AIML
- ✓ 10:00 ↑ CS Farewell
- 11:00 ↓ Tabs or Spacers
- ✓ 12:00 LUNCH
- 13:00 PYTHON
- ✓ 14:00 DMDWL
- 15:00 ↑ AIMLL
- ✓ 16:00 ↓
- 17:00 ↑ MEETING PRANJAL
- ✓ 18:00 ↓ RADHIKA
- 19:00 ↑ AI-ML notes
- ✓ 20:00 ↓
- 21:00 Dinner Capital
- ✓ 22:00 Sleep

GOAL FOR TODAY

Follow the plan
Sleep at 10
Use your time effectively

MA'S BIRTHDAY
AICVS Kaggle
Feed back

PRIORITIES

✓ GRE
Vocabulary
OR ~~NOT~~ 5lb Arithmetic
GRE Plan

✓ College
AIML lecture 2 (left)
TOL U2 till transformation of NFA to DFA, etc
MITOCW AI

✓ Meetings
Meet
! Meet
Meet

X Capital
Read Capital Intro pt2

SCHEDULE

- ✓ 6:00 GRE
- 7:00 Breakfast, Bath
- ✓ 8:00 TOC
- 9:00 SDA
- ✓ 10:00 ↑ DMDWL
- 11:00 ↓
- ✓ 12:00 LUNCH
- 13:00 PYTHON
- ✓ 14:00 DMDWL
- 15:00 AIML (left)
- ✓ 16:00 tea
- 17:00 ↑ TOL U2 AIML
- 18:00 ↓ MITOCW
- ✓ 20:00 Dinner
- 21:00 Capital
- ✓ 22:00 Sleep

Find what works for you!

- Everyone has their own way of doing things - experiment and find your own.
- Someone else's system will not be your optimal system.
- The tools aren't really that important. Focus on setting up processes instead:
 - Everytime I get an email, I label it appropriately.
 - Everytime I have a meeting, I put it into my Google Cal.
 - At the start of every semester, I put in the courses I'm taking into my grade sheet.

Find what works for you!

- The most important thing is to get work done. This organising is useless if you don't do actually do any of the work you planned out.
- Allow yourself to breathe. Some weeks are light, sometimes you don't want to do anything after college.
- Don't punish yourself for not sticking to a plan. Work with yourself and recognise how much time you need for tasks, etc.
- Block time to rest and do nothing. All my Sundays are do-nothing days. Recognise how you can be most effective in the long term NOT the short term.
- If you manage to stay organised, you can relax a lot more.

Ask Me Anything!

Email: michelle.thalakottur@cumminscollege.in

Github: <https://github.com/michelldaviest/talks>