Mohdeep Singh109600239 msingh820@mySeneca.ca  
Click or tap here to enter text.

Part 1 of 2 – **~~Time~~ Attention Management**

**What will you do to be successful with your ~~time~~ attention? (60 points, see instructions)**

🡺 What you'll do (5 points)

1a. Setting up my Boundaries and Saying No. This is effective method to improve time and attention of my mind. I will start and note down my responsibilities and tasks and then start prioritizing them based on their importance. This is essential in our life because every task have not same level of importance and urgency. To sort down my tasks, first I need to understand my goals and objectives.

I will note down the task with their deadline and potential consequences of not completing them. This will help my mind to identify the critical tasks that need more attention.

🡺 Why and how you'll do it (15 points)

1b. Setting up my boundaries and saying no is important because as it protects my time and energy. This means it help to avoid wastage of useful energy on non-essential and low value task. By saying no to interruptions or distractions helps my mind to prioritize and maintain focus and concentration.

Below are the practices to achieve this.

1. by setting up realistic expectation 2. Self care and self awareness. 3. Be direct, clear, and respectful when expressing something. Be attentive. 3. I can practice while standing in front of mirror. This will boost up my confidence and helps me to say NO.

🡺 What you'll do (5 points)

2a. Prioritization & time blocking: I will maintain a clear and visible mindset by setting up objectives and goals. I should define what I want in my life to achieve. I can make more time towards those areas where I need to focus to be a successful person. Once I prioritize my tasks and responsibilities, I will allocate time slots in my calendar and organise all my duties.

🡺 Why and how you'll do it (15 points)

2b. Prioritization & time blocking is important to improve attention management, as it focusses mainly on the matters that are important for me to succeed my goal. This method is also needed to overcome overwhelm. This is important to enhance productivity of work.

These are the following way to practice.

1. I will start setting up my goal. It can be daily, weekly, or monthly goals. This will help me to have clear and determined path.

2. I will make to do list. In this way I will note down the important tasks and any associated deadline.

3. by arranging time blocks. I will allocate time blocks for each task. This will help in time management. I will not waste plenty of time on such a simple task.

4. I will turn off my mobile notification except important ones.

🡺 What you'll do (5 points)

3a. So, the last one is to Practice deep work. Deep work is an ability to focus without distraction on a challenging task with a good quantity of time. In this type of method, we dive into fully in a single task, to produce a good quality of work.

🡺 Why and how you'll do it (15 points)

3b. Deep Work is very much important for me because it permits me to get onto a level of focus, and productivity. It will help me to get mastery result of work that I am doing. It is more of undivided attention.

These are the following steps that help me to practice deep work are.

1. I turn off all the unnecessary notification of all my devices and I also closed the tabs that I am not using. This helps me to focus and avoid the switches to less important tasks.

2. I also use audio noise cancelling headphones to be in a quite zone. I create a work environment that minimizes the outside distraction by the headphones. This will maximize my deep work focus.

3. I also take breaks mindfully. While deep work needs focused attention, it also needs short breaks to recharge and rest. I scheduled short breaks in between sessions of deep work. I avoid multitasking and commit to give 99%on the task that I am on it.

Part 2 of 2 – **User Interfaces** (40 points for 300+ words)

If I get chance to choose in between CLI (command line interface), TUI (textual user interface), GUI (graphical user interface) I would choose Graphical User interface. All these three have their own merits and demerits, but all the above is GUI as it offers various kind of advantages.

Below are the advantages that makes it best from two are.

1. First is widespread adaption and support. GUIs is standard user interface for all the modern operating systems and applications that exists nowadays. They have well supported and adaptive development frameworks, libraries, and resources. This kind of extensive ecosystem make development simpler and provides a tons of community resources.

2. GUI are good at handling videos, pictures, and interactive materials. This is useful to make software looks graphical nice, like multimedia applications, creative tools.

3. Most of the time GUI have helpful features that make our life faster and easier. For example, I can drag and drop things or stuff, easier to customise the looks, get the quick feedback on what I am doing. These types of features help us or help developers to be more efficient and cut of lots of commands.

4. GUI are made to be friendly and easy to use, even to those people who don’t know about any technology or non-IT people. It helps user to understand how the software works, so they don’t spend a lot of time on learning. This means a lot of people can understand the software without struggling with the code or text. Most of the time GUI interact with buttons, menus, windows that people can easily recognize and interact in an easy way.

On the other hand, Command line interfaces and textual user interfaces have some limitations that makes them less effective and ideal for developing software.

First, it Is hard to memorizing commands and typical specific commands to interact with the software. This could be challenges more to that person who is not familiar with command syntax. They have no visual elements; this makes it harder to understand and navigate within the software.

In summary, GUI makes software visually appealing and user friendly. This increases the productivity and make positive user experience.