Outlook Time Calendar

# Introduction

A [Verifiable](https://www.goodreads.com/quotes/370132-put-your-hand-on-a-hot-stove-for-a-minute) quote from Einstein said ““Put your hand on a hot stove for a minute, and it seems like an hour. Sit with a pretty girl for an hour, and it seems like a minute. That's relativity.”

IN 2019, I found myself balancing three efforts: Working on Data Analytics projects, studying online to advance my Data Science knowledge, and looking for a full time job. Much like Einstein’s relativity quote above relying on my own perception of how long I worked on a project to determine balance fell short because of the limitations of perception.

I needed a time tracking system. There are many time tracking systems out there. I used an app on my phone, but that required that I remember to stop and start the app. I realized that I was already blocking out my time on MS Outlook. Whether it was specific meetings, job interviews, or times I blocked out to study, it was all there.

The only problem is I had no way to measure it – so I took a two-prong approach.

# Implementation

First, I needed a way to demarcate my time into different buckets addition. For that I use Outlook’s Color and Categorization Abilities. Green is time spent learning, Yellow is time spent in my job search, pink is personal / social time.

A screenshot of a computer screen

Description automatically generated

Now that they’re categorized, I looked at how to sum up the different times.

I decided to use Outlook’s ability to Export a Calendar, and created the attached Python File outlook\_time\_counter.py to take a standard calendar export and add up the time of each event by category.

I won’t elaborate on calendar export, but will indicate that the export range should be limited to the latest date in question. The output file should be named test\_cal.csv.

# Future

In the future I’d like to use Python to directly read the Outlook calendar.