# *Assignment 0 – Time Management – Recurring Assignment*

Date assignment due: **8:00 am Monday, August 29, 2016 and**

**every Monday for the remainder of the term**

**No late submissions accepted.**

**Learning Objectives**

Upon successful completion of this assignment, the student will be able to:

* Manage his or her time better.
* Be able to analyze what areas of time management he or she needs to work on.

To do:

**Create a Word document called YourUserId\_E11\_A00\_TimeMgmt\_Date and save it in the Assignment folder in the 420-E11 folder in your H drive.**

1. This assignment builds on the time management you did last year in Business for Computer Science. Discuss with the teacher what worked well for you and agree on how you will do your time management this semester. It will be different for each student. Your goal is to submit all schoolwork on time.
2. You must have a To Do list for the upcoming week. This list should include all labs, assignments, tests and essays across **ALL** of your courses. Include other things that you know are coming (assignments, tests, etc) but are not in the current week. (Your To Do list should have two sections – one for things that are due this week, and one for future work). Also include any personal items that need to be completed. Each entry should have the due date included. You can use the tool/device of your choice for this, but you must be able to send me screenshots of your To Do list.

**Example:**

**Current To Do List**

* B31 Assignment 1 test cases - due August 31
* E11 Assignment 1 - due Sept 4
* E11 Group work on Business Rules – due Sept 4
* C30 Assignment 1 – due Sept 1
* Finish Database lab – due Aug 30
* English Reading – due August 30
* World Views – essay draft due Sept 3

**Future Work**

* B31 Assignment 1 code – due Sept 11
* E11 Assignment 2 - due Sept 19
* C30 Test – Sept 25
* English Essay – due Sept 30

1. You must have some type of schedule, where you plan what work you are going to do when. This must include evenings and weekends. Use the tool of your choice for this. It can be a calendar. It can be a text version such as: Monday, work on E11 assignment; Tuesday, work on B31 test cases and study for Database test, etc. The point is to sit down at the start of the week and think about what you have to do, how much time you have, and when you are going to do it.
2. For the first week (due August 29th), assess your current situation. Answer the following questions:
3. What needs to be improved in your time management so that you can meet the goal of submitting all work on time?

First of all, I need to get into the habit of checking what times things are due, because I’m used to things being due at midnight, but that isn’t always the case, as with this assignment.

1. Not enough sleep is a big problem for students. What are you going to do to ensure you get enough sleep?

I always try to get enough sleep, and usually manage, however I need to make sure that I get all of my work done as soon as possible and take advantage of having so many breaks in my schedule to get work done at school where I can focus better.

1. For all weeks other than the first week include a BRIEF one paragraph synopsis of how you did the previous week. Did you meet your objectives? If not, why not and **what are you going to do to improve** in the current week? Don’t just tell me that it didn’t go well – tell me what specific change you are going to make.

**Marking Scheme**

There are a total of 13 submissions required for this assignment and it is worth 5% of your grade. **Note that no late submissions are accepted - assignments received after the 8 am deadline will be given a mark of zero.**

Each week’s submission will be marked using the following mark breakdown:

|  |  |
| --- | --- |
|  | Marks |
| To Do list – updated for the week and for all known future work, contains due dates | 5 |
| Schedule – homework time scheduled for the week, including evenings and weekends | 5 |
| Analysis – what needs to be changed to improve | 5 |
| Total | 15 |

**To submit**

The file YourUserName\_E11\_A00\_TimeMgmt\_Date should be uploaded to Moodle every week with the following contents:

* A screenshot of your To Do list, with due dates
* A screenshot of your scheduling
* Your analysis text