Books	Important?	Books	Important?	
	Urgent?		Urgent?	
	Skim through before reading		Skim through before reading	
Tasks	Important?	Tasks	Important?	
	Urgent?		Urgent?	
	Can be assigned to others?		Can be assigned to others?	
	Plan before doing		Plan before doing	
	Finish one at a time		Finish one at a time	
	Assign others to remind		Assign others to remind	
	Keep task list short		Keep task list short	
Websites	Relevent?	Websites	Relevent?	
	Print out		Print out	
Papers	Print large	Papers	Print large	
	Read with color-notes		Read with color-notes	
	Bind into volumns		Bind into volumns	
$\mathbf{Codes}$	Manage with Git	$\operatorname{Codes}$	Manage with Git	
	Generate UML for check		Generate UML for check	
Plan	Detailed to every hour	Plan	Detailed to every hour	
	Including breaks		Including breaks	
	Reserve time for thinking		Reserve time for thinking	
Emotions	Progress takes time	Emotions	Progress takes time	
	Ignore others' infuences		Ignore others' infuences	
	Concentrate to my own tasks		Concentrate to my own tasks	
	Step by step		Step by step	
	Reassure "on the right track"		Reassure "on the right track"	

## Reflection Checklist May 6, 2012

### **Books** Important? Urgent? Skim through before reading Tasks Important? Urgent? Can be assigned to others? Plan before doing Finish one at a time Assign others to remind Keep task list short Websites Relevent? Print out Papers Print large Read with color-notes Bind into volumns $\mathbf{Codes}$ Manage with Git Generate UML for check Plan Detailed to every hour Including breaks Reserve time for thinking Emotions Progress takes time Ignore others' infuences Concentrate to my own tasks Step by step Reassure "on the right track"

# Reflection Checklist May 7, 2012

Books	Important?	П
	Urgent?	П
	Skim through before reading	П
Tasks	Important?	
	Urgent?	
	Can be assigned to others?	
	Plan before doing	
	Finish one at a time	
	Assign others to remind	
	Keep task list short	
Websites	Relevent?	
	Print out	
Papers	Print large	
	Read with color-notes	
	Bind into volumns	
$\mathbf{Codes}$	Manage with Git	
	Generate UML for check	
Plan	Detailed to every hour	
	Including breaks	
	Reserve time for thinking	
Emotions	Progress takes time	
	Ignore others' infuences	
	Concentrate to my own tasks	
	Step by step	
	Reassure "on the right track"	

Books	Important?	Books	Important?	
	Urgent?		Urgent?	
	Skim through before reading		Skim through before reading	
Tasks	Important?	Tasks	Important?	
	Urgent?		Urgent?	
	Can be assigned to others?		Can be assigned to others?	
	Plan before doing		Plan before doing	
	Finish one at a time		Finish one at a time	
	Assign others to remind		Assign others to remind	
	Keep task list short		Keep task list short	
Websites	Relevent?	Websites	Relevent?	
	Print out		Print out	
Papers	Print large	Papers	Print large	
	Read with color-notes		Read with color-notes	
	Bind into volumns		Bind into volumns	
$\mathbf{Codes}$	Manage with Git	Codes	Manage with Git	
	Generate UML for check		Generate UML for check	
Plan	Detailed to every hour	Plan	Detailed to every hour	
	Including breaks		Including breaks	
	Reserve time for thinking		Reserve time for thinking	
Emotions	Progress takes time	Emotions	Progress takes time	
	Ignore others' infuences		Ignore others' infuences	
	Concentrate to my own tasks		Concentrate to my own tasks	
	Step by step		Step by step	
	Reassure "on the right track"		Reassure "on the right track"	

## Reflection Checklist May 10, 2012

### **Books** Important? Urgent? Skim through before reading Tasks Important? Urgent? Can be assigned to others? Plan before doing Finish one at a time Assign others to remind Keep task list short Websites Relevent? Print out Papers Print large Read with color-notes Bind into volumns $\mathbf{Codes}$ Manage with Git Generate UML for check Plan Detailed to every hour Including breaks Reserve time for thinking Emotions Progress takes time Ignore others' infuences Concentrate to my own tasks Step by step Reassure "on the right track"

# Reflection Checklist May 11, 2012

Books	Important?	П
	Urgent?	П
	Skim through before reading	П
Tasks	Important?	П
	Urgent?	
	Can be assigned to others?	
	Plan before doing	
	Finish one at a time	
	Assign others to remind	
	Keep task list short	
Websites	Relevent?	
	Print out	
Papers	Print large	
	Read with color-notes	
	Bind into volumns	
$\mathbf{Codes}$	Manage with Git	
	Generate UML for check	
Plan	Detailed to every hour	
	Including breaks	
	Reserve time for thinking	
Emotions	Progress takes time	
	Ignore others' infuences	
	Concentrate to my own tasks	
	Step by step	
	Reassure "on the right track"	