BANGKIT

SOFT SKILL – TIME MANAGEMENT

FAUZ IRFAN SYAPUTRA

M120BSY1346

ML-23

First Quadrant: Do it Now!

List the activities you consider as part of the first quadrant (Do it Now) with the reasons!

1. Hold a daily maintenance and be on-standby for her shift:

This task falls into the first quadrant because it is Sofia's responsibility as a cloud engineer in the company, so it needs to be completed first.

1. Prepare an infrastructure for data migration to the cloud which will help the developer team to update the company's app due in 3 days:

This task also falls into the first quadrant because it is important and Sofia's responsibility as a cloud engineer. Despite the 3-day deadline, this task is crucial for the company's progress and impacts the company's objectives.

1. Visit the doctor as she feels mild pain in her back after long hours of work recently:

This task falls into the first quadrant because Sofia's health is essential, and if she is experiencing health issues, she is responsible for addressing them herself.

Second Quadrant: Schedule!

List the activities you consider as part of the second quadrant (Schedule) with the reasons!

1. Browse and buy a birthday present for her mom, whose birthday is next week:

The task of finding a gift for her mother's birthday can be scheduled for later, as her mother's birthday is still next week, so this task is not urgent for Sofia to complete, with

1. Prepare progress reports for the meeting this evening:

This task falls into the second quadrant because it's not too urgent, so Sofia can schedule a time to complete the report without any other interruptions.

Third Quadrant: Delegate!

List the activities you consider as part of the third quadrant (Delegate) with the reasons!

1. Grocery shopping to buy ingredients to prepare a feast for her mother’s birthday held next weekend:

This task falls into the third quadrant because it can be done by someone else. For example, Sofia can ask for help from a family member, or she can purchase groceries online. This task does not significantly contribute to Sofia's goals as a cloud engineer.

Fourth Quadrant: Drop!

List the activities you consider as part of the fourth quadrant (Drop) with the reasons!

1. Attend her primary school virtual reunion tonight:

This task falls into the fourth quadrant because it's not important and doesn't contribute to Sofia's goals and responsibilities. Sofia can attend this event at another time when she has a long break or during her days off from work.

1. Catch up with the last 3 episodes of her favorite TV series:

This task also belongs to the fourth quadrant because watching three episodes consumes a significant amount of time. Sofia can use this time to complete other important and urgent tasks.

Sofia needs to browse and purchase a birthday present for her mom, whose birthday is just a week away. This task, while important, is not particularly urgent at this moment. Sofia can wisely plan and allocate time to select the perfect gift for her mother without the pressure of an imminent deadline. This approach allows her to make a thoughtful and meaningful choice for her mom's birthday celebration.

Additionally, Sofia has the responsibility of preparing progress reports for a meeting scheduled for this evening. This task falls into the second quadrant of time management, which is characterized by tasks that are important but not overly urgent. Sofia can effectively manage her time by setting aside a dedicated block to focus on creating these reports, ensuring their accuracy and completeness without any unnecessary interruptions. This approach allows her to present a thorough and well-prepared report during the evening meeting, contributing to the overall success of the gathering.

That way, Sofia doesn't have to spend too much energy looking for ingredients for the party.

Hold a daily maintenance and be on-standby for her shift

Tugas ini termasuk ke dalam kuadran pertama, karena ini merupakan tanggung jawab sofia sebagai cloud engineer di perusahaan sehingga perlu mengerjakan tugas ini terlebih dahulu

Prepare an infrastructure for data migration to cloud which will help the developer team to update the company’s app due in 3 days

Tugas ini termasuk ke dalam kuadran pertama, karena tugas ini penting dan tanggung jawab sofia sebagai cloud engineer, walaupun masa tenggat tugas adalah 3 hari, namun tugas ini penting untuk kemajuan perusahaan dan memiliki pengaruh pada tujuan perusahaan

Visit the doctor as she feels mild pain on her back after long hours of work recently

Tugas ini termasuk ke dalam kuadran pertama, karena kesehatan sofia sangat penting dan apabila sofia mengalami masalah dengan kesehatannya maka yang bertanggung jawab untuk mengembalikan kesehatanya adalah diri sendiri

Browse and buy a birthday present for her mom, whose birthday is next week

Tugas untuk mencari hadiah untuk ibunya bisa dijadwalkan nanti, karena pelaksanaan ulang tahun ibunya masih pekan depan, sehingga tugas ini bukan tugas yang mendesak untuk sofia lakukan. Dengan begitu Sofia dapat dengan bijak merencanakan waktu untuk memilih hadiah yang sempurna untuk ibunya tanpa adanya pikiran atau gangguan dari pekerjaan yang memiliki tenggat waktu yang mendesak. Pendekatan ini memungkinkannya untuk membuat pilihan yang bijaksana dan bermakna untuk perayaan ulang tahun ibunya.

Prepare progress reports for the meeting this evening

Tugas ini termasuk ke dalam kuadran kedua, karena tugas ini tidak terlalu mendesak sehingga sofia dapat membuat jadwal untuk menyelesaikan tugas membuat laporan tanpa adanya gangguan lain

Grocery shopping to buy ingredients to prepare a feast for her mother’s birthday held next weekend

Tugas ini termasuk ke dalam kuadran ketiga, karena tugas ini dapat dikerjakan oleh orang lain seperti, sofia dapat meminta bantuan dari saudara atau sofia dapat melakukan pembelian sayuran secara online dan tugas ini tidak memberikan kontribusi yang tinggi pada tujuan sofia sebagai cloud engineer

Attend her primary school virtual reunion tonight

Tugas ini termasuk ke dalam kuadran keempat, karena tugas ini tidak penting dan tidak memberikan kontribusi pada tujuan dan tanggun jawab sofia, dan sofia bisa menghadiri acara tersebut dilain waktu saat memiliki waktu luang panjang atau pada saat libur dari bekerja

Catch up with the last 3 episodes of her favorite TV series

Tugas ini termasuk ke dalam kuadran keempat, karena dengan menonton 3 episode waktu yang sofia habiskan semakin banyak, sehingga sofia dapat menyelesaikan tugas lainnya yang penting dan mendesak

Tugas ini masuk ke dalam kuadran ketiga karena dapat dilakukan oleh orang lain. Misalnya, Sofia bisa meminta bantuan anggota keluarga, atau dia bisa membeli bahan makanan secara online. Tugas ini tidak berkontribusi secara signifikan terhadap tujuan Sofia sebagai seorang cloud engineer. Dengan mendelegasikan waktunya akan membebaskan waktunya untuk fokus pada tugas-tugas yang lebih penting dan mendesak yang berkaitan dengan karier sofia sebagai cloud engineer.

1. Browse and buy a birthday present for her mom, whose birthday is next week:

The task of finding a gift for her mother can be scheduled later, because her mother's birthday is still next week, so this task is not an urgent task for Sofia to do. That way Sofia can wisely plan her time to choose the perfect gift for her mom without any thoughts or distractions from work that has an urgent deadline.

2. Prepare progress reports for the meeting this evening:

This task falls into the second quadrant because it's not too urgent, so Sofia can schedule a time to complete the report without any other interruptions.

Grocery shopping to buy ingredients to prepare a feast for her mother’s birthday held next weekend:

This task falls into the third quadrant because it can be done by someone else. For example, Sofia can ask for help from a family member, or she can purchase groceries online. This task does not significantly contribute to Sofia's goals as a cloud engineer. Delegating it would free up her time to focus on more critical tasks related to her career and personal development.