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question

Sofia just got accepted as a cloud engineer at a technology company focusing on logistics. She is feeling overwhelmed, as she has so many things to do in her tasklist:

1. Hold a daily maintenance and be on-standby for her shift.
2. Browse and buy a birthday present for her mom, whose birthday is next week.
3. Prepare an infrastructure for data migration to cloud which will help the developer team to update the company's app due in 3 days.
4. Attend her primary school virtual reunion tonight.
5. Grocery shopping to buy ingredients to prepare a feast for her mother's birthday held next weekend.
6. Prepare progress reports for the meeting this evening.
7. Catch up with the last 3 episodes of her favorite TV series.
8. Visit the doctor as she feels mild pain on her back after long hours of work recently.

Answer

A. Make Quadrant TIME MANAGEMENT For Sofia

1. Important And Urgent Area

Point Number

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

My opinion The point number 1 be import and Urgent Area Because maintenance daily make the better system for free damaging and error, and be on standby make sofia train disiplin for she job

6. Prepare progress reports for the meeting this evening

My opinion Point 6 for import and Urgent Area

because in order to maximize meetings and reduce nervousness due to lack of knowledge and report data, it is necessary for Sofia to prepare for this.

B. Important but Less Urgent Area

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

How point 8 get important but Less urgent. In my opinion, because in the case of back pain, you can rest your body by lying down and relaxing your body, it can reduce back pain and you don't need a doctor because doctors are quite expensive. However, if something is more severe than usual, such as a hunchback and the pain doesn't go away, then Sofia needs to see a doctor.

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

I think this is important and urgent because, the deadline is only 3 days away, and Sofia is working with the team, Sofia is obliged to help the team prepare for data migration to the cloud. In order to help his team update the company's application, and help him according to his working hours

#### C. Less Important but Urgent

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

My opinion about this is to look for gifts and accessories for her mother's birthday, she can prepare when she has finished her activities, such as coming home from work and stopping by the cake shop so that her time becomes more efficient and maximizes so that it is not wasted.

4. Attend her primary school virtual reunion tonight

Why did I put this in Less important but Urgent, because attending the reunion is not mandatory, and some days Sophia has to have a meeting so Sofia needs to prepare files, for that Sofia can give permission that I can't attend because of the reason....

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

In my opinion about this, buying spices to prepare for his birthday next week can be found when he comes home from work or on his day off because his birthday is still quite long.

#### D. Less Important and Less Urgent

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

Why I put this into Less Important and Less Urgent, because watching television series can be anytime and anywhere, and that's why I put this point into things that are not important.