

# **Class 1**

## **Time Management**

# Ground Rules

Observe the following rules to ensure a supportive, inclusive, and engaging classes



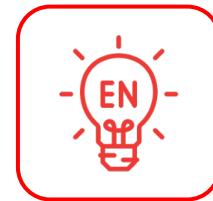
Give full attention  
in class



Mute your microphone  
when you're not talking



Keep your  
camera on



Turn on the CC Feature  
on Meet



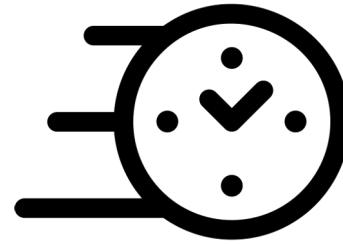
Use raise hand or chat  
to ask questions



Make this room a safe place  
to learn and share

# Learning Objectives

- 01.** Understand the value of time management
- 02.** Understand the 5 principles of effective time management
- 03.** Adopt tools and techniques to enable better self-management



Why is *managing* our time so important?

# Sample Answer

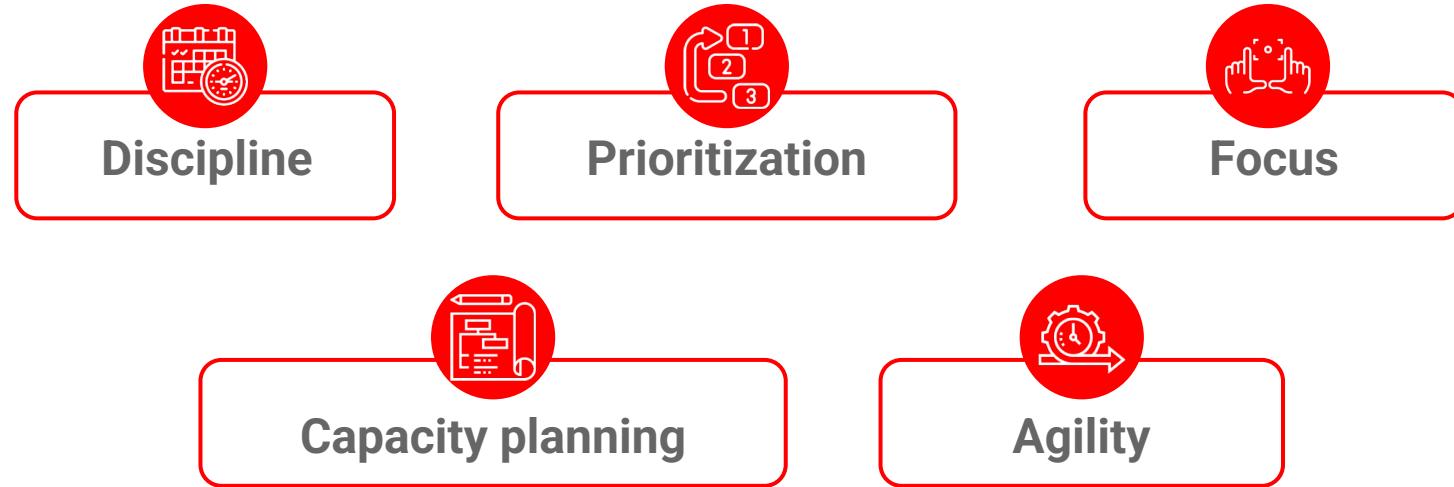
## Internal factor:

- ✓ Procrastination
- ✓ Lack of discipline
- ✓ Didn't create plan and deadline
- ✓ Set the deadline too easy
- ✓ Didn't have clear priority
- ✓ Fail to predict how long one task could be done
- ✓ No excitement to do the task

## External factor:

- ✓ Distraction from social media
- ✓ Sudden request from other people
- ✓ Unpredictable changes

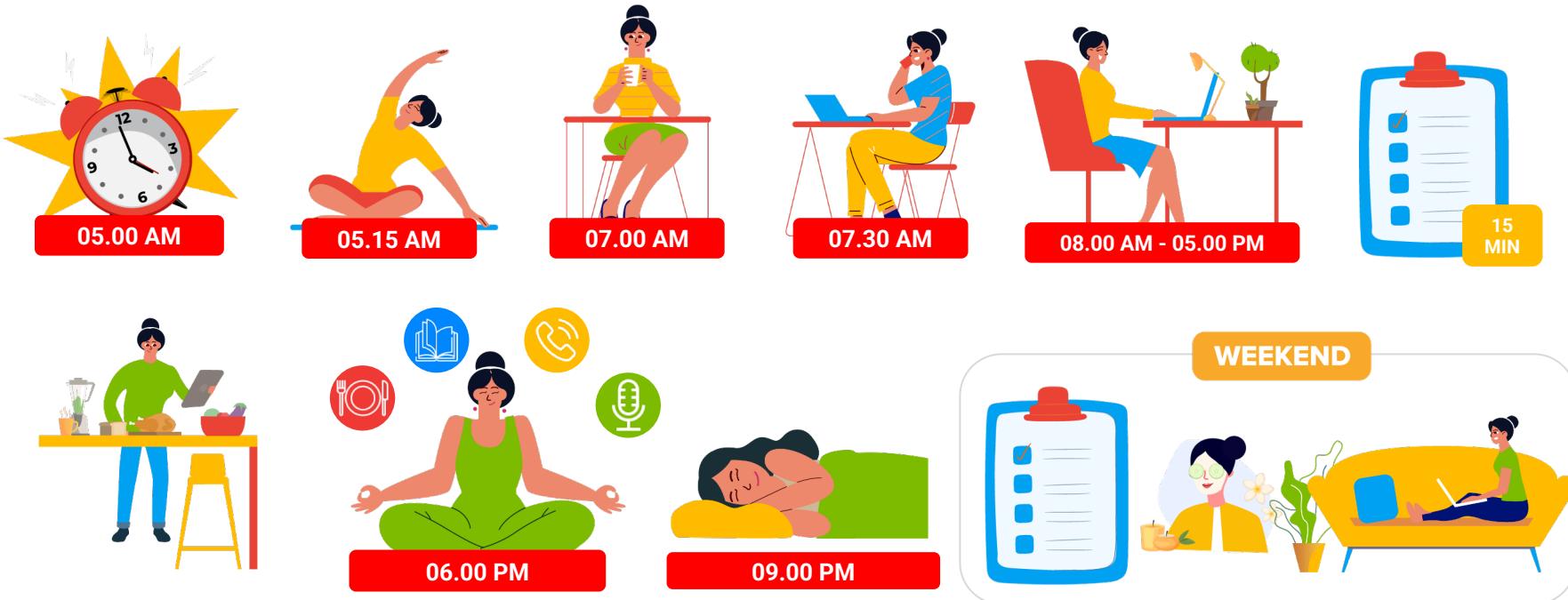
# The 5 pillars of time management



**Section 1**

# **Discipline**

# Example of being disciplined in real life:



# The **5** powerful ways to develop self- discipline

1. Finding a strong reason to the '**why**'
2. **Create rituals** to turn into a **habit**
3. **Be accountable** to someone
4. **Self rewards** and/or **punishment**
5. Disciplining **the mind**



## Class Exercise: Enforcing self-discipline

Duration: 5 minutes

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Choose **1 task** that you feel you haven't reinforced self-discipline yet. In other words, select an activity that you haven't been able to achieve on time. This could range in terms of your work ethic, fitness, or diet. It could also be short-term or long-term goals that require discipline to achieve.

**Write down your plan to enforce self-discipline** so that you can complete that task as desired using the 5 ways that have been explained just now.

## Section 2

# Prioritization

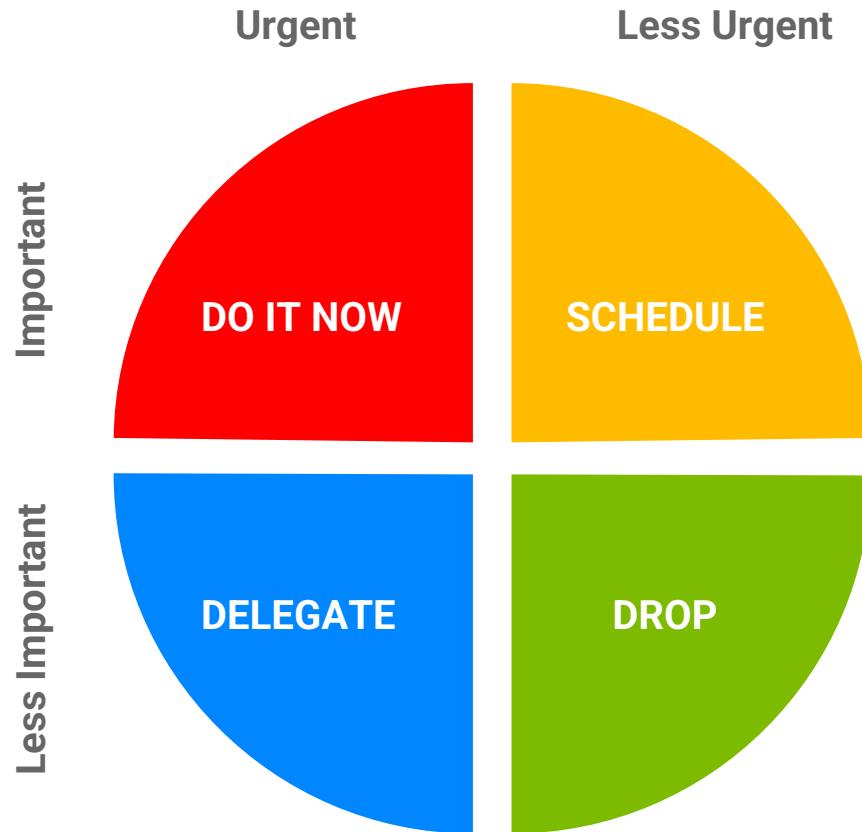
**A classic example  
on how we prioritize  
our actions.**

## Rock, Pebbles, and Sand Analogy



Source: 7 Big Rocks - The Productivity System, [link](#).

## Four Quadrants of Time Management



**Ability to  
determine what's  
important and  
what's urgent.**

# **Skills to reducing and delegating tasks.**

**Less is more!**

## **What should I reduce or delegate?**

**Examples of how to reduce or delegate tasks:**

- ✓ Requesting help of your team
- ✓ Using service providers to optimize your time
- ✓ Automating tasks that are repetitive or administrative



# Class Exercise

Duration: 5 minutes

## Four Quadrants of Time Management

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Fika is an Associate Machine Learning Engineer in a technology startup. As a smart and trusted employee, she was trusted to prepare a report of customer behaviour which will be crucial for a new product launch, which is very important to the CTO and the company. She loves to drink coffee; coffee is a mood booster that helps motivate her to work.

There are 5 types of activities that Fika could do below. **Identify** the quadrant for each activity and explain your reasoning.

1. Updating the visualization and modelling of the previous dataset to convey trends
2. Buying coffee from the newest cafe 10-minutes away from her home
3. Finalizing progress update reports that will be delivered during the CTO meeting in 4-hours time
4. Completing her big data gathering and analysis. This task requires significant time and the deadline is 2 days
5. Scheduling a meeting for the CTO meeting 4-hours from now

**Section 3**

# **Focus**



# Focus

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Focus is the ability to disengage our attention from one thing and move it to another.

Multitasking is a myth. The truth is, we actually **switch our focus** rapidly.

**2 sources of distraction:**

**Sensory (External)**

**Emotional (Internal)**



# Class Exercise

Duration: 5 minutes

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Challenge yourself to stay focused while reading an article that you can access in the following link: [\*\*bangkit.academy/SS\\_Module1\\_PreReading.\*\*](#) If you can stay focused, you should be able to complete within 10 minutes.

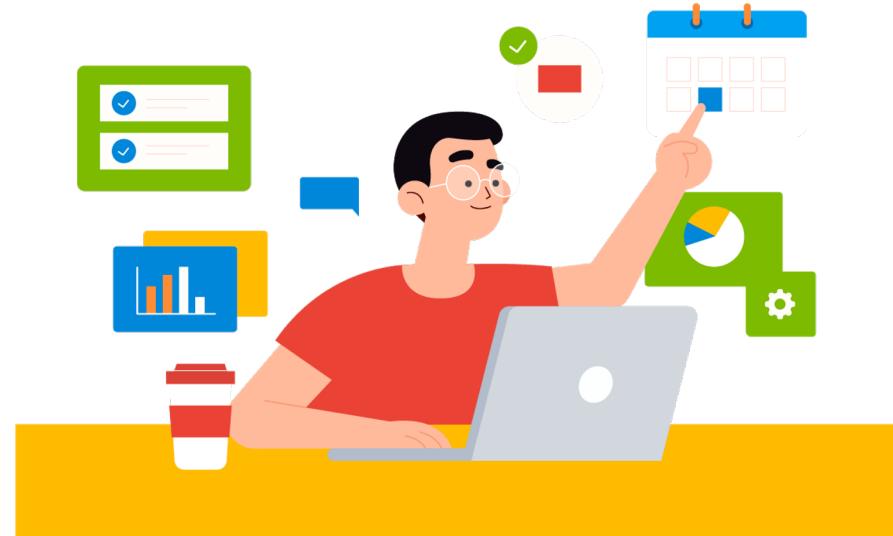
Before you start to read, plan how will you keep yourself focused.

Once done, be ready to share some of your strategies to stay focused!

## Section 4

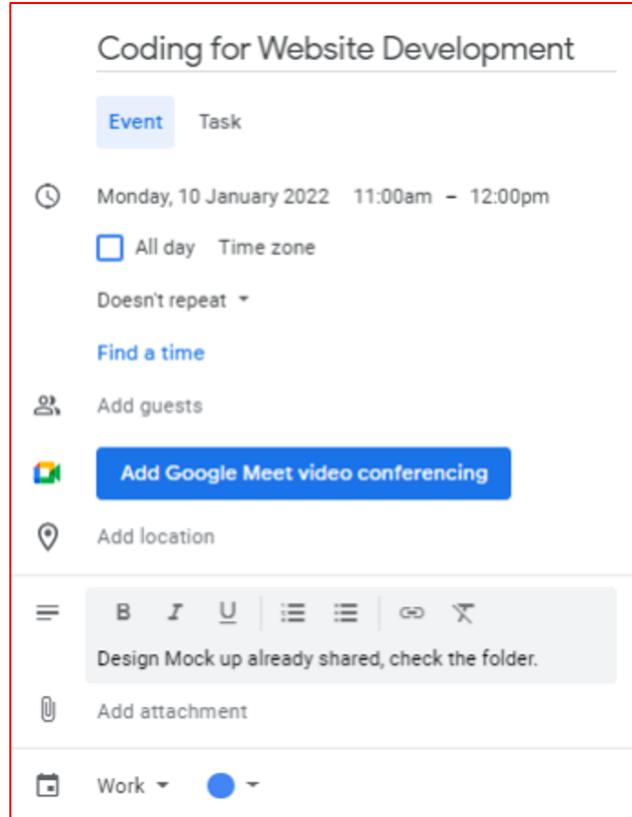
# Capacity Planning

# Why is capacity planning **important**?



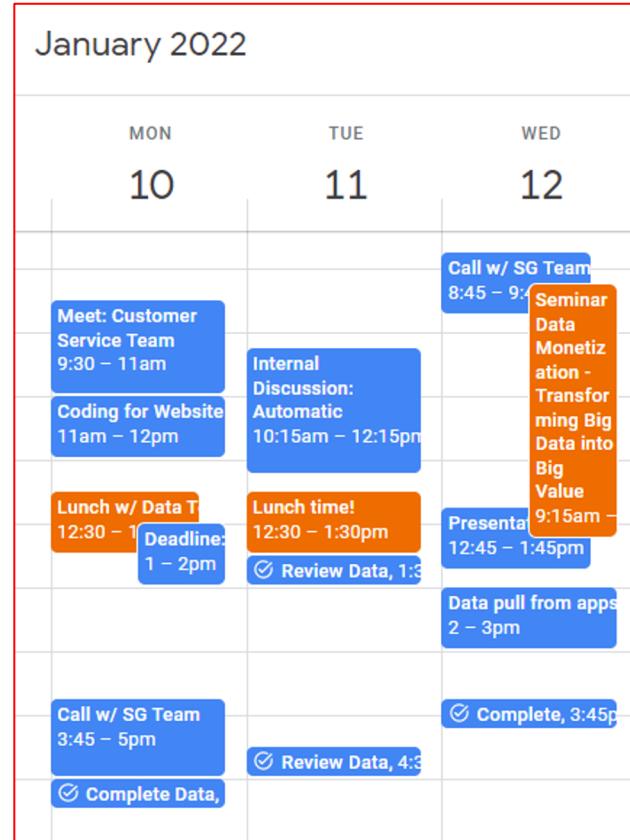
# Capacity planning using Google Calendar

1. List down your tasks and activities
1. Set the tasks into Calendar
1. Color code your tasks



# Guide to using Google Calendar

4. Adjust the calendar if schedules are overlapping
5. Don't spend too much time on your Calendar



# A sample of a Machine Learning Engineer's Calendar

Calendar Today < > January 2022

Create

SUN MON TUE WED THU FRI

16 17 18 19 20 21 22

January 2022

Meet Up: Community Data IT  
11am – 3pm  
IT Lab 2nd fl, Jl. Wolter Monginsidi

Morning Jog  
7:30 – 9:30am

Daily Stand Up Meeting, 10am

Meet: Data Insight w/ 10:30am – 12pm  
Jakarta Room 26th fl.

Lunch w/ Andrew 12pm, Warung M

Data Collection and Review: Customer 1 – 2:30pm

[Deadline], 2:30pm

Customer Behaviour Data Analysis and Modelling 4 – 6pm

Pick up Mom at the Airport 9 – 10am

Daily Stand Up Meeting, 10am

Customer Behavior Data A 10:30 – 11:30am

[Review], 11:30am

Meet: Automatic Response Development 11am – 12:30pm

Start working on business 1 – 2pm

Product Improvement 2pm, Borobudur Room

Continue working on business deck 3 – 4:30pm

Daily Stand Up Meeting, 10am

Seminar: Data Monetization - Transforming Big Data 11am – 1pm

Data pull from apps 2 – 3pm

Call w/ Mobile Developer 2:30 – 3:30pm

[Deadline], 3:30pm

Data Collection and Review for CS Team 4:30 – 6pm

New Feature Presentation 4:30 – 5:30pm

Tech O'Clock: Sharing 4:30 – 5:30pm

Gym 6:30 – 8pm

Dinner w/ Mom 6:30 – 7:30pm

My calendars

- Personal
- Reminders
- Tasks
- Work

Other calendars +

B

Tasks

My Tasks

Add a task

[Deadline] Data Collection and Review for CS Team 21 January 2022, 15:00

[Deadline] Business Deck 20 January 2022, 15:30

[Deadline] New App Feature ideas for tomorrow's Scrum Meeting 19 January 2022, 13:30

[Deadline] Data Collection and Review for CS Team 17 January 2022, 14:30

[Review] Customer Behavior Accuracy 18 January 2022, 11:30

To Do List tools:

You can list down your tasks and cross them out as you completed the respective task

Color code your activities

Personalize your calendar with description and colour so you can instantly identify your work

# The Rule of Capacity Planning

**Keep it simple and manageable**

Using too many productivity tools can be counterproductive.

Focus and optimize around one tool to manage your schedule.



## Class discussion: Practicing capacity planning

Duration: 5 minutes

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Missed deadlines are not only caused by poor execution or lack of skills/resources. Other major factors include when we fail to set the right deadlines or procrastinate for too long.

### **What are your actions to set up an accurate deadline?**

Define 5 actions to set an accurate deadline. Discuss it with your peers and share your findings with the class.

# **Capacity planning is a learning process**

## **Tips to plan your time effectively:**

1. Use past experience to predict your speed of work
2. Avoid setting deadlines using assumptions
3. Stretch yourself by setting challenging deadlines
4. Don't assume that everyone works at your speed

## Section 5

# Agility

# Agility

Strong time management requires an **ability to adapt to changes**.  
Be agile by learning how to:

1.

Focus on goals, not on activities

2.

Negotiate

3.

Ask for help

4.

Allocate buffer time for the unpredictable



# Exercise: Being Agile Amid Working from Home

Duration: 10 minutes

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## The scenario:

Demas is an Google Cloud Engineer in a newly established e-commerce startup. Demas is working on a new cloud infrastructure to help migration of workloads from on-premise infrastructure to cloud.

Demas is working from home and coordinates virtually with the other 2 peers. Before the work from home arrangement, his team conducts daily standup meeting whenever everyone in the team is available to update the work progress and confirm tomorrow's targets.

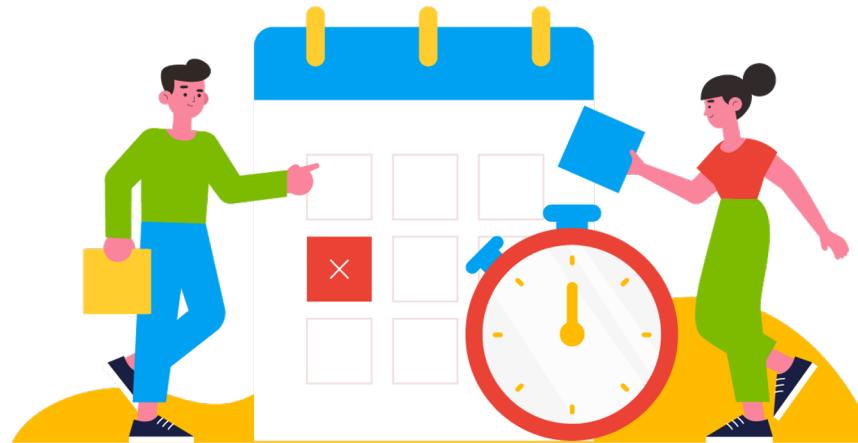
He realizes that it's harder to manage his time, as it requires more discipline given the greater number of opportunities to procrastinate. Moreover, the flexibility sometimes creates additional complexity as it's more difficult to coordinate with his colleagues who he's not meeting face-to-face.

Using the 4 agility tips, **what may you suggest to Demas so that he may successfully complete his assigned task?**

Do it in groups and share what you think with the class.

# Reflection:

How will you  
improve your time  
management after  
taking this class?



# Quiz

# **Pop-Up Quiz!**

Duration: 10 minutes

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**Let's check your understanding of this module!**

Please go to the provided quiz link to answer 10 questions related to the material you've just listened to.

The link will be shared in the Chat Box.

# Assignment

# Assignment

1. To ensure your understanding of the module, please complete the assigned multiple choice questions and essay.
2. You will pass the assignments if you satisfy the following criteria:
  - a. Demonstrate the right application of the knowledge provided in the module in completing the assignments
  - b. Answers should be logically sound, valid, and relevant to the topics at hand
  - c. Please consult the Bangkit 2022 Soft Skills Module Assessment Rubric for more detail.
3. Submit your answer by **March 14th, 2022**. Late or failure to submit will affect your final result in Bangkit Program.

# Define tasks based on its prioritization matrix



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

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

Please help Sofia to create a time management quadrant for all of her tasks. Explain why you think each activity should fall into a particular quadrant in a short essay.

# Thank You