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Part 1 of 2 – **~~Time~~ Attention Management**

**What will you do to be successful with your ~~time~~ attention? (60 points, see instructions)**

è What you'll do (5 points)

1a. To be successful with my attention management, I will first put aside the technology, for example my mobile phone, by either switching it off if there are no emergencies, turning off the notifications, or just putting it on “do not disturb” mode.

è Why and how you'll do it (15 points)

1b. I will do that because I realized that while doing my assignments, I easily get distracted by my Phone when seeing a notification popping from any social media app, and later on I end up scrolling on social media which then leads me to not doing the assignments on time or maybe as per I scheduled it to do, hence due to this I will turn off my notifications whenever I sit for writing my assignments. Otherwise, if there are no emergencies, I will switch off my phone because, it diverts my concentration when, if am thinking of some best ideas for a particular question but then unfortunately, a call comes in, or maybe an email or message from a friend, here my brain then switches immediately on the phone which later leads me to forget the idea I thought of or I will end up making mistakes in the assignment leading me to lower grades. Alternatively, I can also put my phone on “do not disturb” mode while sleeping which can help me have a quality sleep without any disturbance or unnecessary notifications which drives me to waking up early and on time, feeling very fresh, where I can come up with the best ideas and complete all the work as per I scheduled for that day without me being lazy. Overall, I would say that it's better to use technology for research but not for wasting time on social media from where I cannot gain anything that would help me.

(Reference (n.d.). Retrieved from <https://www.makeuseof.com/attention-management-ways-to-improve-it/> )

è What you'll do (5 points)

2a. Secondly, I will schedule my work in consideration of prioritizing one task at a time, though multitasking is virtuous but sometimes 's good to go with one at a time, estimating the time for each assignment or activity that it will take and organizing it in a spreadsheet, hence I will also take some break of 10 to 15 minutes after completing each task

è Why and how you'll do it (15 points)

2b. I will schedule my work for the whole day where I can consider prioritizing one task at a time because sometimes when I try to multitask, there are so many things going on in my brain at once which makes me a muddleheaded, And if I do only one task at a time, it will have my full attention and immersion which will result into me creating a quality content hence I will finish it efficiently before going on to another assignment, although I can also multitask for example, if I am to download or upload a file, meanwhile its uploading, I can browse through other programs and complete other tasks. Alternatively, I will try to estimate the time an activity will take, which can help me schedule my tasks for a day and have an assumption about how many tasks I will be able to get through. From this, I can prioritize important activities first and organize my schedule in the spreadsheet based on the due dates of submission hence it will aid me to stay focused and well organized. Also, to stay on track I will take some small breaks in between after completing each task because at times also the brain needs to get relax and readapted which could help me enhance on my performance and hence decreases being fatigued. Hence, I will make a well-structured schedule for my tasks and assignments with some short breaks contained.

(Reference (n.d.). Retrieved from <https://www.makeuseof.com/attention-management-ways-to-improve-it/> )

è What you'll do (5 points)

3a. I will try to control my surroundings while I am doing my assignments, for example by keeping my study place or study table very organized and clean, graceful communication verbally and non-verbally to my family members to not disturb me, and by also designing or customizing my surroundings.

è Why and how you'll do it (15 points)

3b. I will do that because surroundings near me can discourage me due to having a mess on my study table or I might get a headache and not feel to spend more time in that area after seeing the mess, or having someone at home who disturbs me and also some objects or design can be demoralize me. Due to this, I will keep my study space or study table very well organized and neat before I sit for writing my assignments because it is convincing for my mind and health where it will motivate me to spend more time studying and hence keeps me engrossed which helps me to retain some good information. Alternatively, I can tell my family members whom I am staying with to not disturb or call me unless there is an emergency while I am doing my assignments. I will also inform them to not make loud noise. Also, I will try to set-up my study place by putting some photos or frames of inspirational quotes or pictures as it will provoke me to do work and hence a comfortable study environment can help me improve to stay attentive and productive. (Reference (n.d.). Retrieved from <https://www.makeuseof.com/attention-management-ways-to-improve-it/> )

Part 2 of 2 – **User Interfaces** (40 points for 300+ words)

If I were to use only one user interface as a software developer, then it would be Graphical User Interface(GUI) against Command Line Interface(CLI) and Textual User Interface(TUI). Because GUI is easy to learn than CLI and it can be easily understood through its visuals, While using CLI, it requires prior experience and skills for operation and navigation hence it can be difficult sometimes to use it as well as to use TUI a user needs to learn a new language to deal with the interface which can be a barrier for some users. In GUI multitasking is possible because it has Windows which allows a user to

view, operate, control, and toggle through multiple programs at the same time, While in CLI, even though many command-line environments support multitasking but it does not permit the same ease of use or multitasking of multiple programs on a single screen. In a GUI, remote access to another computer or server is available and simple to use even for those without much computer experience. When managing servers and user computers remotely, IT professionals frequently use a GUI, While using CLI, a user can control the device or its data when remotely accessing another computer or device through a network. It's not as simple for new or inexperienced users to perform this, because we need to know the commands, as well as using TUI, articulating commands could be challenging. Programming software has made it simpler to build scripts using GUI because it doesn't require users to be familiar with all the commands and syntax while using CLI, it is challenging for some users to build scripts since users often need to be familiar with scripting commands and syntax, As well as using TUI to build scripts it frequently requires a well-defined grammar to make commands. A GUI provides easy access to multiple files, program functions, and the entire operating system. being easier to use than a CLI, particularly for inexperienced users, While in a CLI, users have a fair amount of control over both the operating system and files. It's not as user-friendly as a GUI for inexperienced users, though. Overall, GUI is preferred the most these days because it is more user friendly than CLI and TUI.

(Reference; (n.d.). Retrieved from <https://www.computerhope.com/issues/ch000619.htm>

(n.d.). Retrieved from <http://anomaly.org/wade/blog/2013/12/why_textual_user_interfaces_ar.html> )