1. Introduction

What Is Time Management?

Time management helps you keep track of how you spend your time. This tool helps you record your activities and check where your time goes.

What You Need

You only need a computer with Python and this tool to get started.

2. Getting Started

Setting Up

- **Open a Terminal or Command Prompt**: It's like a text-based chat with your computer.
- **Go to the Tool's Folder**: Use the "cd" command to move to the tool's folder.
- **Create the Database**: Run this command to set up the tool: `python create_database.py`. This creates a special file to store your activities.

Running the Time Management Tool

- **Start the Tool**: In the same terminal, run: `python prototype.py`. This opens the time management tool.

3. Recording Your Time

Adding Activities

- **Type Your Activity**: To record what you're doing, type something like this: `record today 09:30 AM 10:30 AM 'studied Java' :STUDY`.
  - `today` can be any date like "today" or "2022/09/23".
  - `09:30 AM` and `10:30 AM` are the start and end times.
  - `'studied Java'` is a description of your activity.
  - `:STUDY` is an optional tag to categorize your activity.
  - Press Enter to record it.

4. Checking Your Time

Viewing Your Activities

- **Check Your Activities**: To see what you recorded, type `query` and what you want to see. For example:

- o   To see today's activities: `query today`.
- o   To find specific activities like "Java": `query 'Java'`.
- o   To find activities with a tag like ":STUDY": `query :STUDY`.

5. Troubleshooting

Common Questions

- **How to Record?**: Remember the format: `record DATE FROM TO TASK TAG`. Don't forget the single quotes for the activity and tag.

Help with Problems

If you have any issues:

- **Check the Database**: Make sure the database file (`time_management.db`) is there.
- **Format Your Commands**: Double-check that you're entering the commands correctly.

6. Conclusion

The Time Management Tool is here to help you track your time. You can use it to record and check your activities. If you want more features or help, you can ask a programmer.

Thank you for using the Time Management Tool!