

Welcome to Zeitghost



Username

Password

[Sign In](#)

[Sign Up](#)
[Forgot Your Password](#)

Awareness is the first step towards improvement.

Register for Zeitghost.

Your name:

John Doe

Your desired username:

johndoe

Your password:

abc123

One more time:

abc123

Register

Integrate

Agree

Welcome

Tutorial

Setup



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Awareness is the first step towards improvement.

Let's integrate you into the system

Your emails:

john@altimpact.com



Your office phone number:

123-456-7890



Your skype username:

johndoe1



Any other programs

slack



username

Register

Integrate

Agree

Welcome

Tutorial

Setup



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Awareness is the first step towards improvement.

Zeitghost's user terms and conditions

Lorem ipsum dolor sit amet,
consectetur adipiscing elit, sed
do eiusmod tempor incididunt ut
labore et dolore magna aliqua.
Ut enim ad minim veniam, quis
nostrud exercitation ullamco
laboris nisi ut aliquip ex ea
commodo consequat. Duis aute
irure dolor in reprehenderit in
voluptate velit esse cillum dolore
eu fugiat nulla pariatur.
Excepteur sint occaecat
cupidatat non proident, sunt in
culpa qui officia deserunt mollit
anim id est laborum.

By clicking this box and registering,
I agree to the terms and conditions laid out
by Zeitghost.

[Register](#)[Integrate](#)[Agree](#)[Welcome](#)[Tutorial](#)[Setup](#)

I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Awareness is the first step towards improvement.

Thank you so much for registering.

Your time bending journey awaits.

[Tutorial →](#)

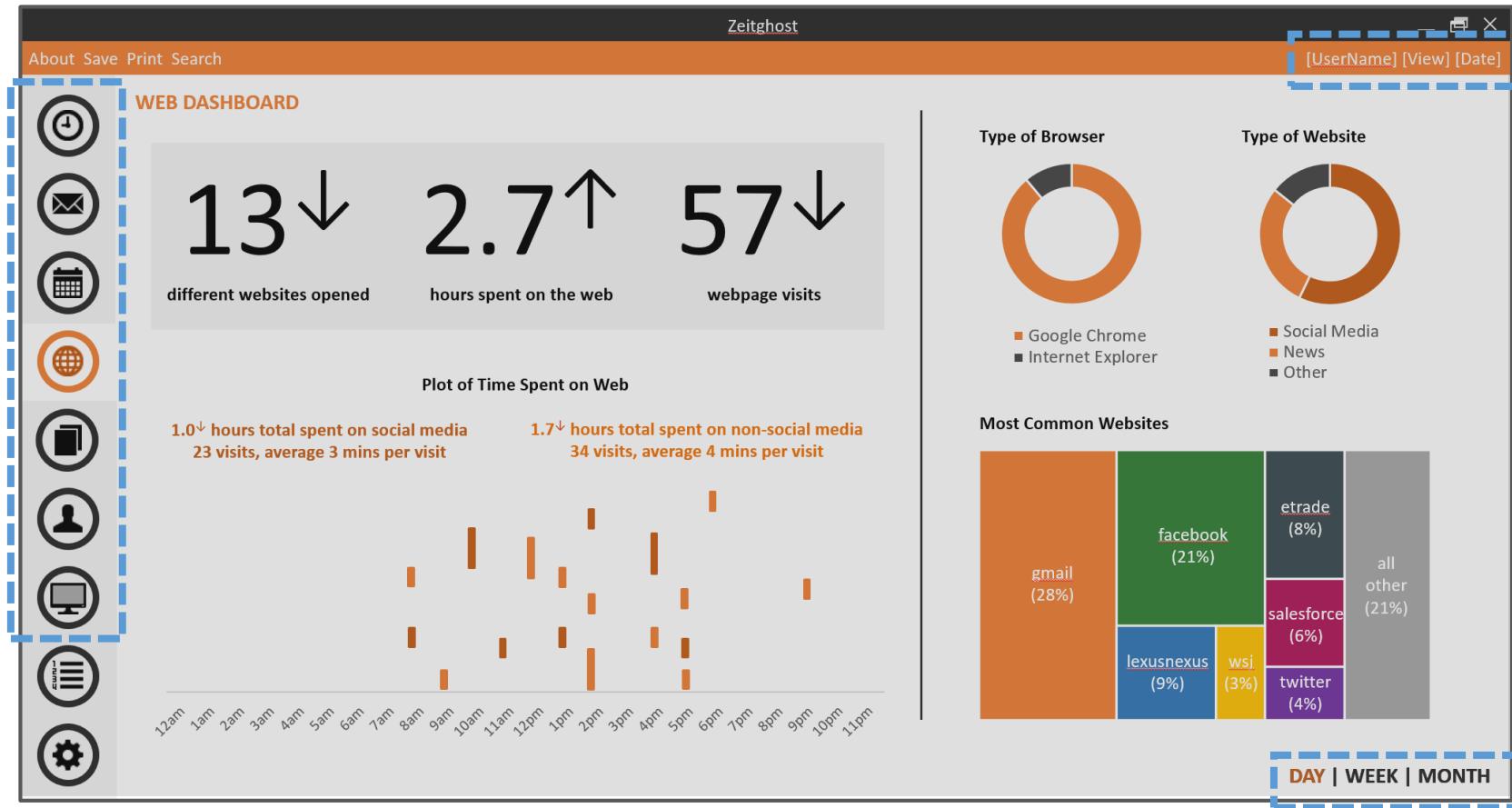
[Skip to Initial Setup →](#)

Register | Integrate | Agree | Welcome | Tutorial | Setup

Welcome to Zeitghost, a program that empowers users by helping them understand where they're spending their time. The application also provides users with tools and recommendations to actively improve their efficiency or skills. This tutorial provides a summary of Zeitghost's capabilities. In order to best use Zeitghost, it's recommended to take the brief introduction survey and customize the settings of the program; the software is built to continuously learn from your feedback, so the more details you input at the beginning and during use, the more accurate and useful Zeitghost will become. We hope you enjoy exploring and using the program.

You can toggle here between different dashboards: time, email, meeting, web, project & deliverable, user & system, and communication.

These dashboards give you an overview of the key metrics for each of these areas and are a portal into deeper metrics, which can be accessed by clicking into graphs and titles.



These controls allow a user to login/out of the program, to switch between views, and to set the date for the display.

Each dashboard and corresponding page has a 'day,' 'week,' and 'month' view, which you can toggle between to give you information for a specific day, week, or month based on the date chosen above.

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About Save Print Search [UserName] [View] [Date]

DATA ARCHIVE

start time ▾	end time ▾	activity ▾	name/subject ▾	application ▾	project ▾
10:55pm	11:17pm	deliverable	[file name]	excel	[project A]
11:17pm	11:59pm	sleep	n/a	n/a	n/a
----- may 4, 2016 -----					
12:00am	7:43am	sleep	n/a	n/a	n/a
7:43am	7:47am	email	[sender name]: [subject name]	outlook	unidentified
7:47am	7:51am	email	[sender name]: [subject name]	outlook	[project B]
7:51am	7:56am	email	[subject name] ([recipient name])	outlook	[project B]
7:56am	8:01am	web	wsj	chrome	unidentified
8:01am	8:09am	web	reddit	chrome	unidentified
8:09am	8:28am	idle	n/a	n/a	n/a
8:28am	8:33am	deliverable	[file name]	powerpoint	[project A]
8:33am	8:48am	deliverable	[file name]	word	[project A]
8:48am	8:53am	web	gmail	chrome	unidentified
8:53am	8:53am	communication	tim grey	slack	unidentified
8:53am	8:53am	web	gmail	chrome	unidentified
8:53am	8:54am	communication	tim grey	slack	unidentified
8:54am	8:58am	deliverable	[file name]	word	unidentified

You can also access all the key data the program aggregates through the data archive tab.

Sign Up

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Setup



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The stars and shaded regions indicate meetings that overlap with other activity performed by the user during the meeting time.

start time	end time	activity	name/subject	application	project
10:55pm	11:17pm	deliverable	[file name]	excel	[project A]
11:17pm	11:59pm	sleep	n/a	n/a	n/a
----- may 4, 2016 -----					
12:00am	7:43am	sleep	n/a	n/a	n/a
7:43am	7:47am	email	[sender name]: [subject name]	outlook	unidentified
7:47am	7:51am	email	[sender name]: [subject name]	outlook	[project B]
7:51am	7:56am	email	[subject name] ([recipient name])	outlook	[project B]
7:56am	8:01am	web	wsj	chrome	unidentified
8:01am	8:09am	web	reddit	chrome	unidentified
8:09am	8:28am	idle	n/a	n/a	n/a
8:28am	8:33am	deliverable	[file name]	powerpoint	[project A]
8:33am	8:48am	deliverable	[file name]	word	[project A]
8:48am	8:53am	web	gmail	chrome	unidentified
8:53am	8:53am	communication	tim grey	slack	unidentified
8:53am	8:53am	web	gmail	chrome	unidentified
8:53am	8:54am	communication	tim grey	slack	unidentified
8:54am	8:58am	deliverable	[file name]	word	unidentified

The archive allows users to sort or filter for specific times, activities, names & subjects, applications and projects. As always, you're able to jump to the date of your choosing by selecting a date in the top-right corner.

Sign Up

Tutorial

Setup



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1:46 AM

3/23/2016

Now that you know a little about the program, it'd be nice to know you too.

Let's start with the basics...

Your name:

John Doe

Your company:

AltImpact

Your department:

Research



Your team:

Strategy



Your position:

Associate



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I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Now that you know a little about the program, it'd be nice to know you too.

Great, so who else is on your team?

Your manager:

Joe Black



Your colleagues:

Sam Smith

Erica White

Kane Kalas



Your direct reports:

Lee Wong

Emily Smith

Jack Black



[Sign Up](#) | [Tutorial](#) | [Self](#) | [Team](#) | [Client](#) | [Other](#) | [Project](#) | [App](#) | [Web](#) | [Meeting](#)



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Now that you know a little about the program, it'd be nice to know you too.

Nice to know! How about your clients?

Your clients:

Sam Smith

Erica White

Kane Kalas

+

Your vendors:

Lee Wong

Emily Smith

Jack Black

+

Sign Up | Tutorial | Self | Team | Client | Other | Project | App | Web | Meeting



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Now that you know a little about the program, it'd be nice to know you too.

And last but not least, other important folks:

Other internal partners:

Sam Smith

Erica White

Kane Kalas



Your friends inside the company:

Lee Wong

Emily Smith

Jack Black



Your family, friends, and anyone else important:

Lee Wong

Emily Smith

Jack Black



Sign Up | Tutorial | Self | Team | Client | Other | Project | App | Web | Meeting



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

That was a great start. I feel I already know you better. I'd love to get just a bit more information from you though, so I can calibrate better. Now that I know more about the people you work with and talk to, tell me a bit more about your actual work and style.

Let's begin with projects.

Your primary project:

[project A]

[Tag](#) [Locate](#)

Your secondary project:

[project B]

And another project:

[project C]

And another one:

[project D]

Your position:

[project E]

[Sign Up](#) [Tutorial](#) [Self](#) [Team](#) [Client](#) [Other](#) [Project](#) [App](#) [Web](#) [Meeting](#)



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Let's begin with projects.

Your primary project:

[project A]

[Tag](#) [Locate](#)

[tag 1]

[tag 2]

[tag 3]

Give me a few tags or keywords, apart from the name, that'll help me identify files, meetings, or emails related to this project as compared to the others.

Your secondary project:

[project B]

And another project:

[project C]

And another one:

[project D]

Your position:

[project E]

[Sign Up](#) | [Tutorial](#) | [Self](#) | [Team](#) | [Client](#) | [Other](#) | [Project](#) | [App](#) | [Web](#) | [Meeting](#)



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Let's begin with projects.

Your primary project:

[project A]

[Tag](#) [Locate](#)

[project folder location path]

Your secondary project:

[project B]

And another project:

[project C]

And another one:

[project D]

Your position:

[project E]

[Sign Up](#) | [Tutorial](#) | [Self](#) | [Team](#) | [Client](#) | [Other](#) | [Project](#) | [App](#) | [Web](#) | [Meeting](#)



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And what about apps?

Apps you use daily for work:

- Calculator
- Excel 2016
- Google Chrome
- Outlook 2016
- PowerPoint 2016
- Spotify

Apps you consider distractions:

- Calculator
- Excel 2016
- Google Chrome
- Outlook 2016
- PowerPoint 2016
- Spotify

That was a great start. I feel I already know you better. I'd love to get just a bit more information from you though, so I can calibrate better. Now that I know more about the people you work with and talk to, tell me a bit more about your actual work and style.

And what about on the web?

Your company's web domains:

alimpact.com



Websites you use or visit for work:

- etrade
- facebook
- google
- google finance
- google maps
- hotwire

Websites you consider distractions:

- etrade
- facebook
- google
- google finance
- google maps
- hotwire

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One more thing, meetings!

Your Outlook meeting organization:

- team meeting
- personal meeting
- client meeting
- reminder, to-do, etc
- out-of-office

Sign Up | Tutorial | Self | Team | Client | Other | Project | App | Web | Meeting



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

Thanks for taking the time to give me all this information. I promise it'll help me help you that much more. And of course, we'll calibrate some things together along the way. And if you feel something still isn't right, you can just go to the Settings tab any time to change your initial inputs or even other options. Just a couple last items...

Would you help me calibrate please?

Your time breakdown:

Get in	08:00am	▼
Emails	2 hours	▼
Meetings	3 hours	▼
Deliverables	2 hours	▼
Communication	1 hour	▼
Lunch, Coffee, etc	1 hour	▼
Other Personal	0.5 hour	▼
Distractions	1 hour	▼
Idle	0.5 hours	▼
Get Out	07:00pm	▼
Work Outside	Yes	▼



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3/23/2016

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How can I help you most?

Your focus and goals:

- Become more efficient
- Become more productive
- Communicate better
- Leave work earlier
- Work faster

Your affinity for graphs and info:

I eat, breathe, and sleep graphs



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

TIME DASHBOARD

55

emails read & drafted

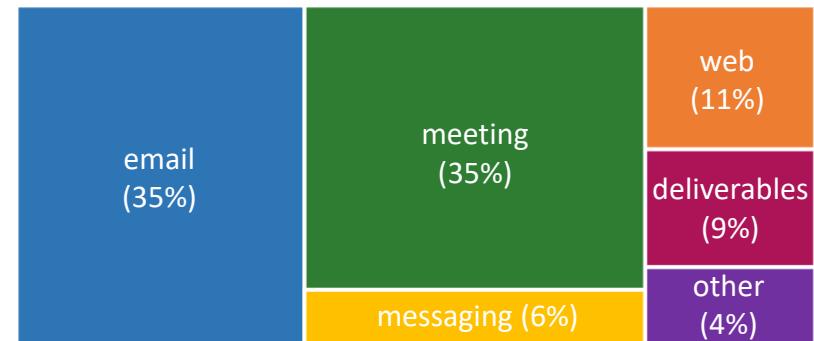
3

deliverables edited

6

meetings attended

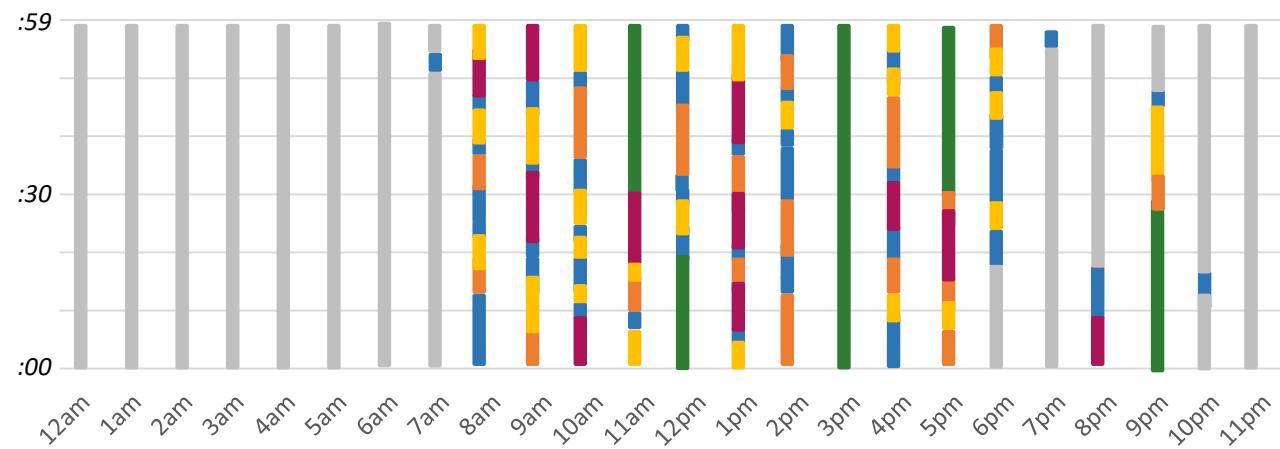
Breakdown of Time by Activity



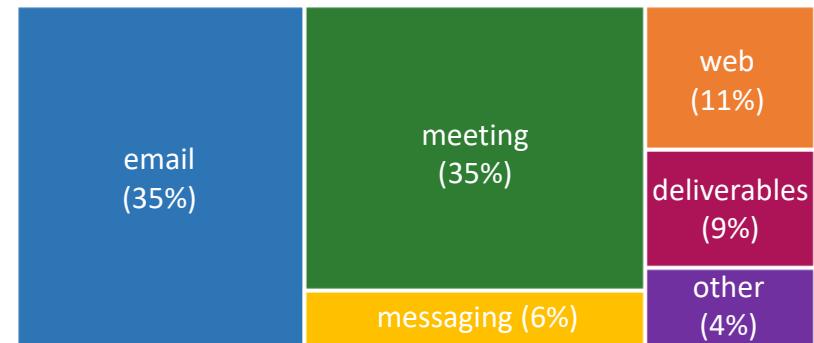
Plot of Time Spent on Work

9.7↓ hours total spent in office
average 12 mins per task

1.7↓ hours total of work done out-of-office
average 17 mins per task



Breakdown of Time by Activity



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016



EMAIL DASHBOARD

25

emails received

4.1

hours spent on email

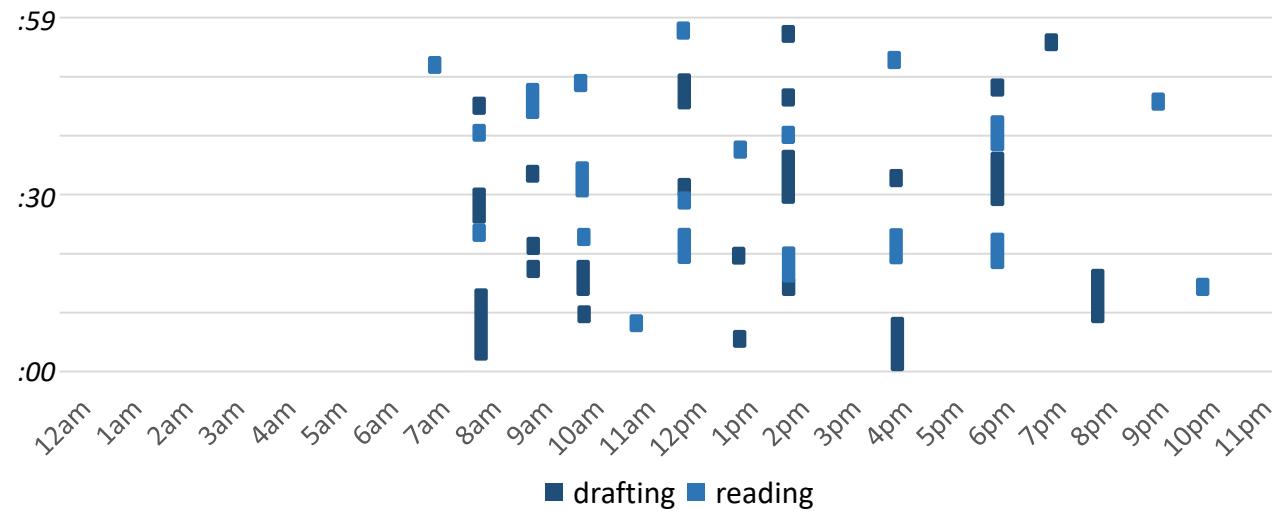
30

emails sent

When You Spend Time on Email

2.5 hours total spent drafting emails
average 9 mins per email

1.2 hours total spent reading emails
average 4 mins per email



When You Reply to Emails

2.7 hrs



When Others Reply to Your Emails

4.2 hrs



Who You Email Most

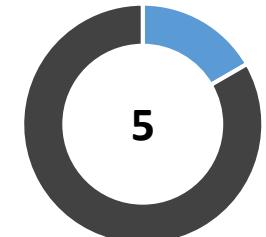
1. Sam Black (5)
2. Joe White (4)
3. Red Knox (2)

Who Emails You Most

1. Joe White (6)
2. Kane Kalas (4)
3. Sam Black (3)

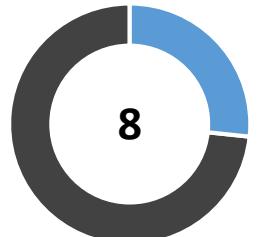
How Many Emails You Send During Meetings

5



How Many Emails You Send Outside of Work

8



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016



EMAIL DASHBOARD

151

emails received

28

hours spent on email

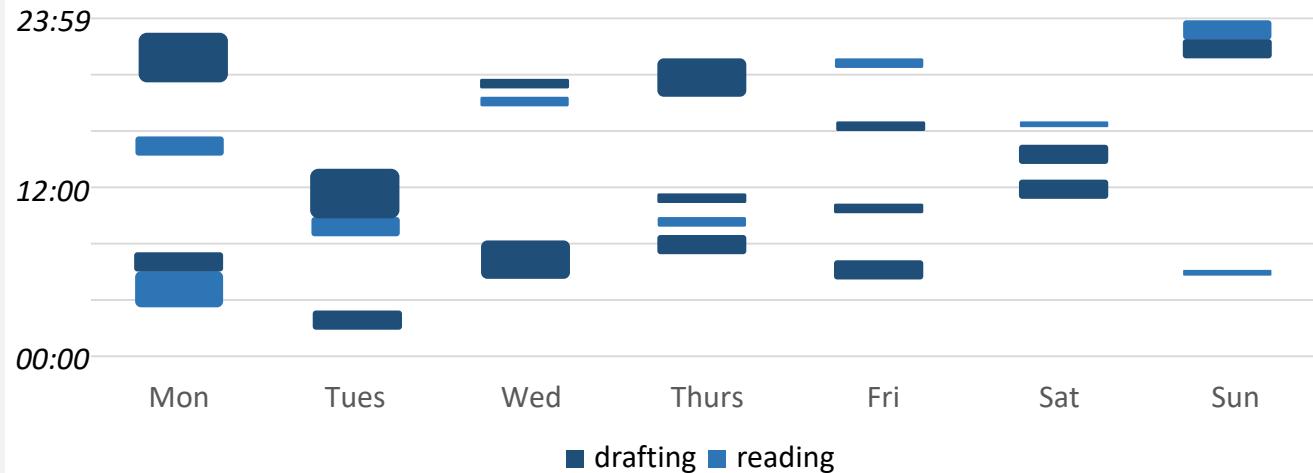
172

emails sent

When You Spend Time on Email

2.5 hours total spent drafting emails
average 9 mins per email

1.2 hours total spent reading emails
average 4 mins per email



When You Reply to Emails



When Others Reply to Your Emails



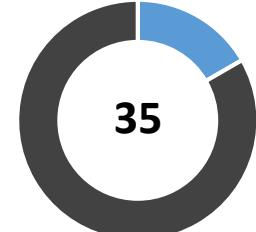
Who You Email Most

1. Joe White (40)
2. Sam Black (22)
3. Red Knox (10)

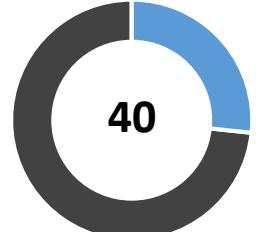
Who Emails You Most

1. Kane Kalas (29)
2. Sam Black (21)
3. Joe White (9)

How Many Emails You Send During Meetings



How Many Emails You Send Outside of Work



DAY | WEEK | MONTH



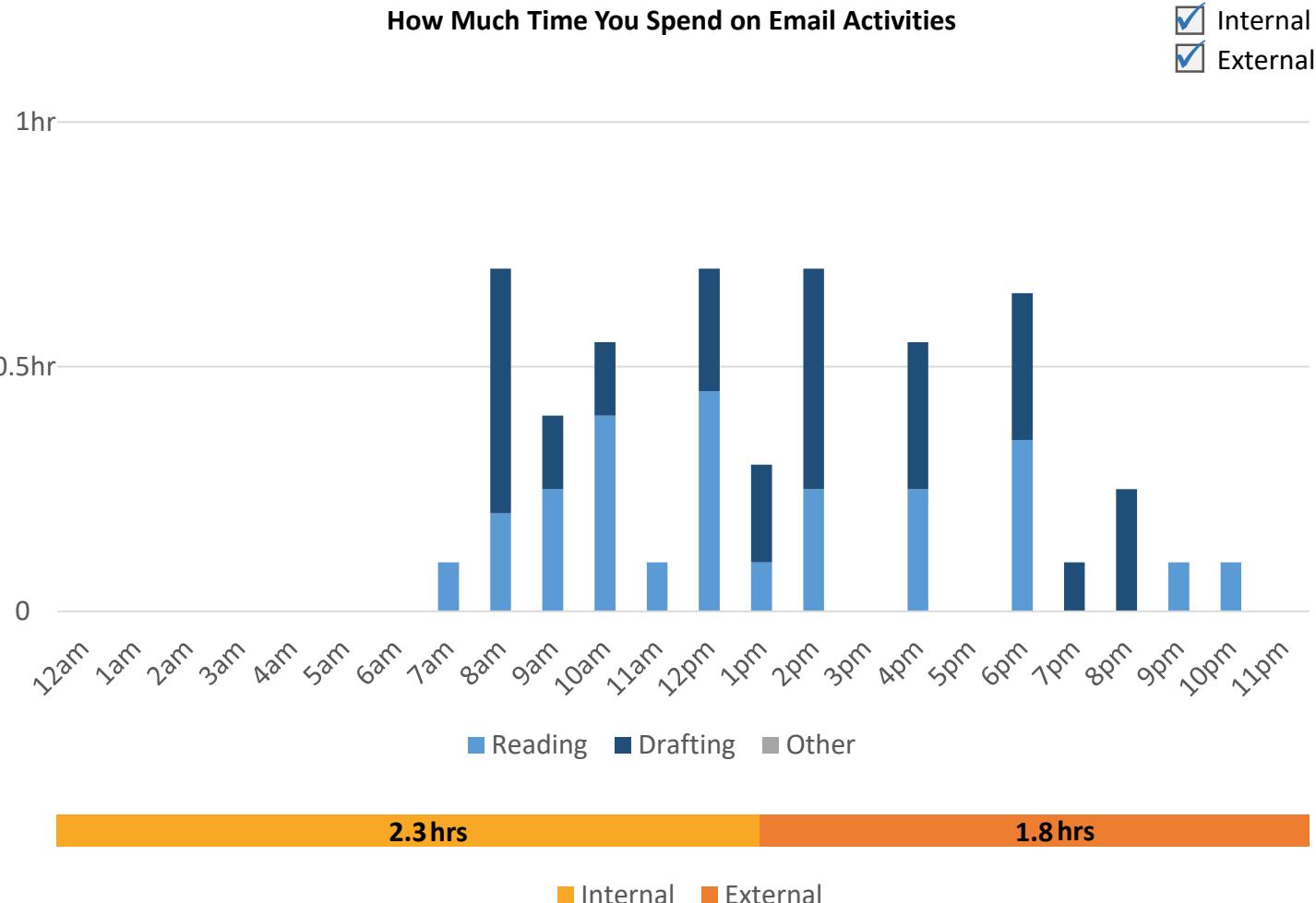
I'm Cortana. Ask me anything.



1:46 AM

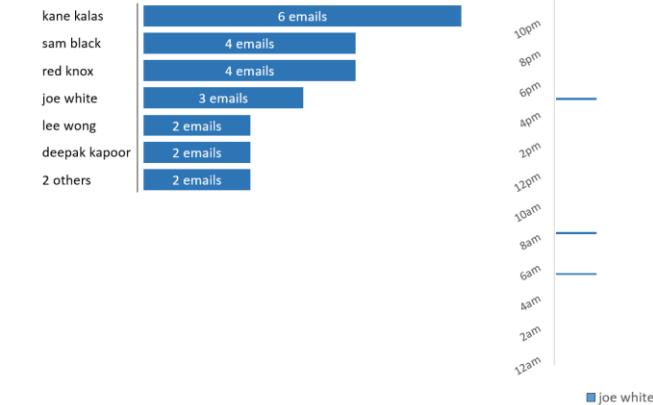
3/23/2016

EMAIL DASHBOARD | TIME ANALYSIS



RELATED CHARTS

Recipient Analysis



Inbox Analysis



How Much Time You Take to Open an Incoming Email



How Long You Take to Read an Email



How Many Emails You Receive with Attachments



How Many Emails You Receive with Multiple Recipients



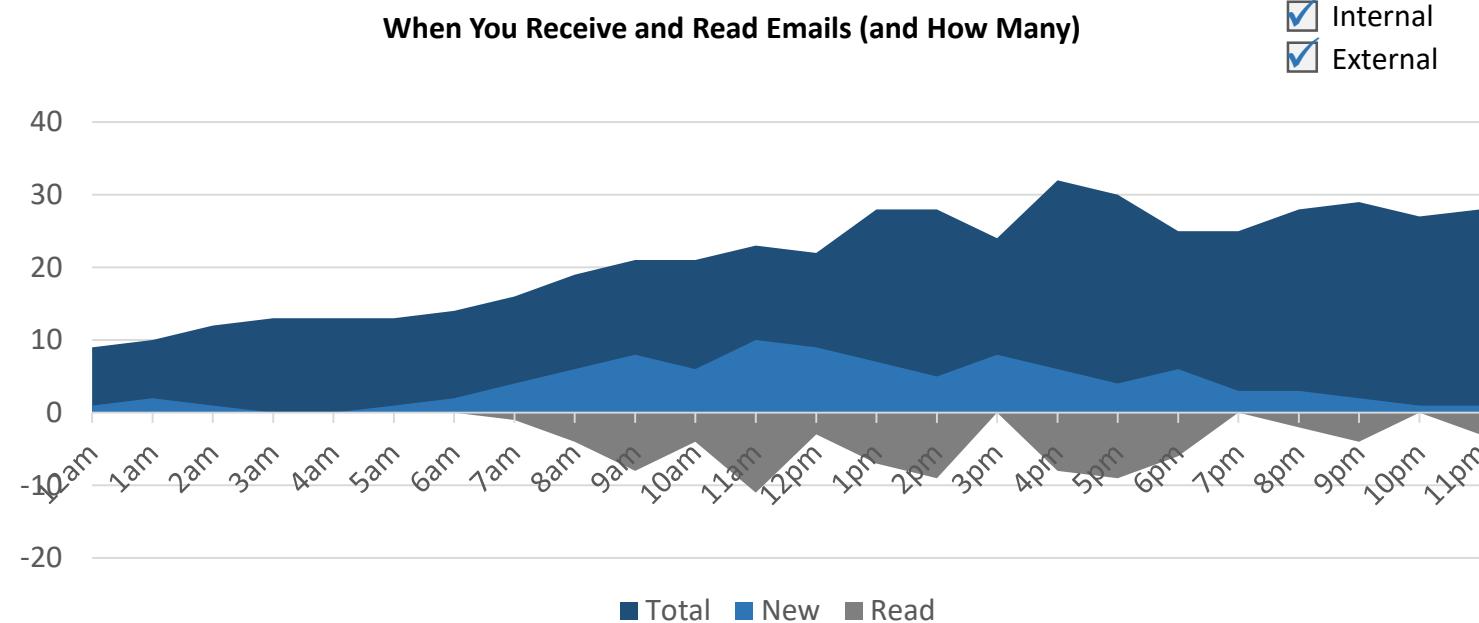
DAY | WEEK | MONTH



I'm Cortana. Ask me anything.

1:46 AM
3/23/2016

EMAIL DASHBOARD | INBOX ANALYSIS



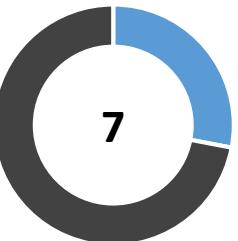
How Much Time You Take to Open an Incoming Email



How Long You Take to Read an Email



How Many Emails You Receive with Attachments

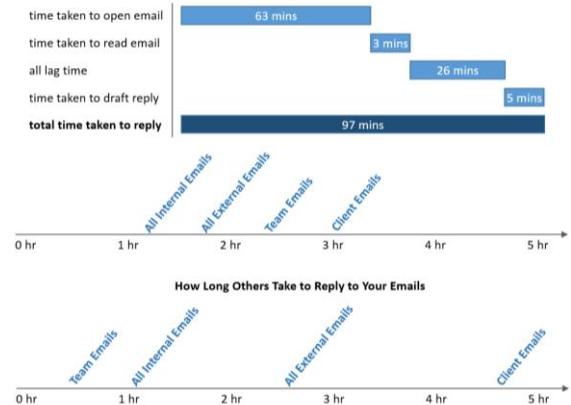


How Many Emails You Receive with Multiple Recipients

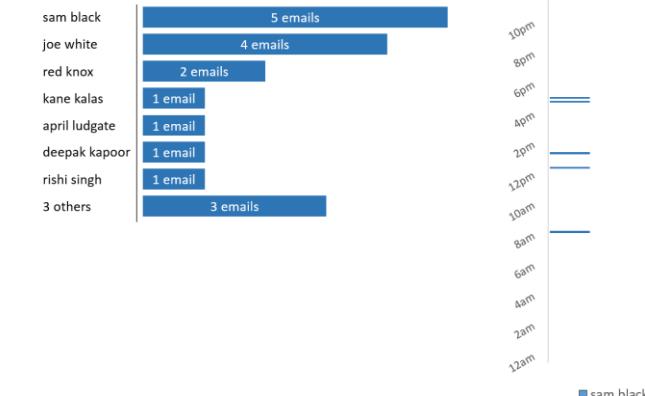


RELATED CHARTS

Response Time Analysis



Sender Analysis



DAY | WEEK | MONTH



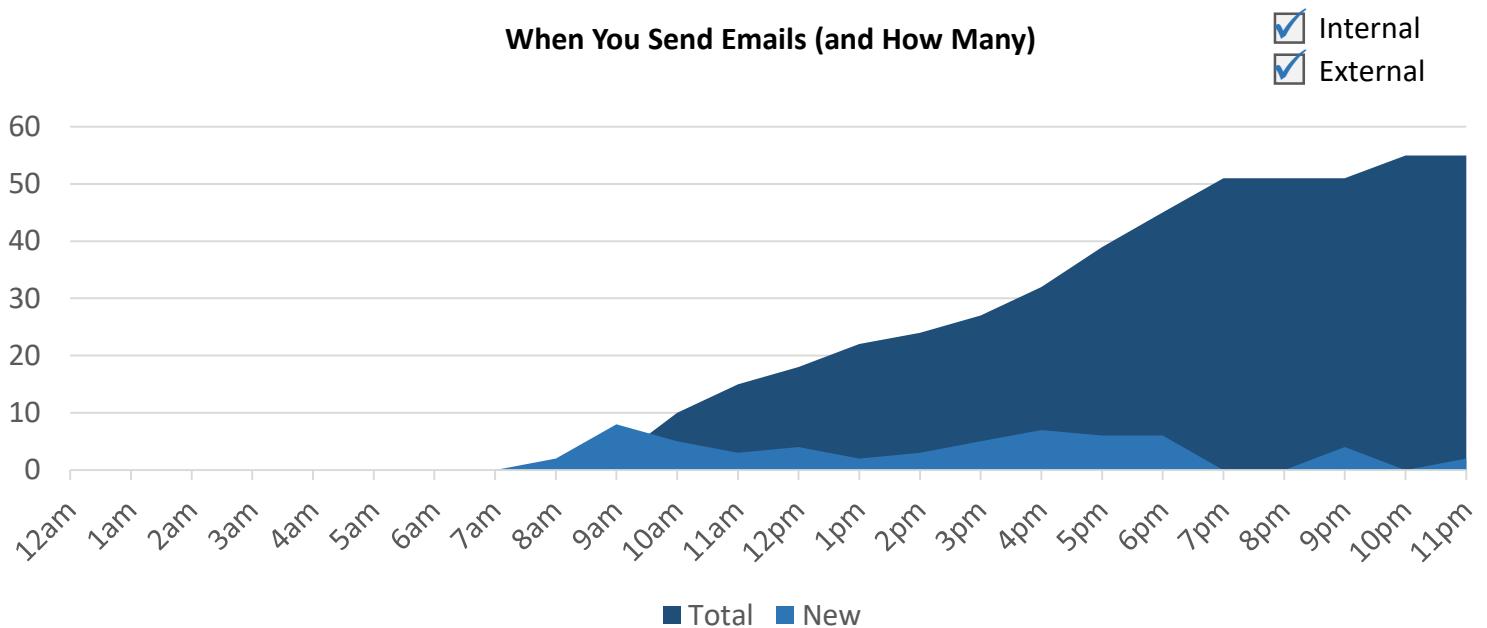
I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

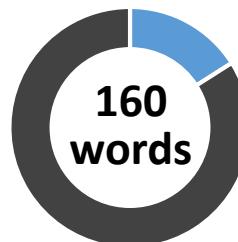
EMAIL DASHBOARD | OUTBOX ANALYSIS



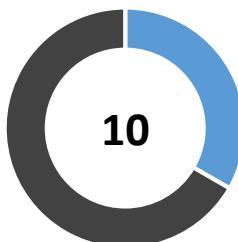
How Much Time You Take to Draft an Email



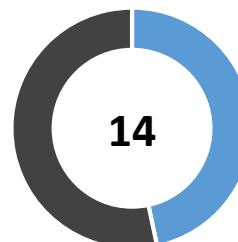
How Long Are Your Emails



How Many Emails You Send to Multiple Recipients

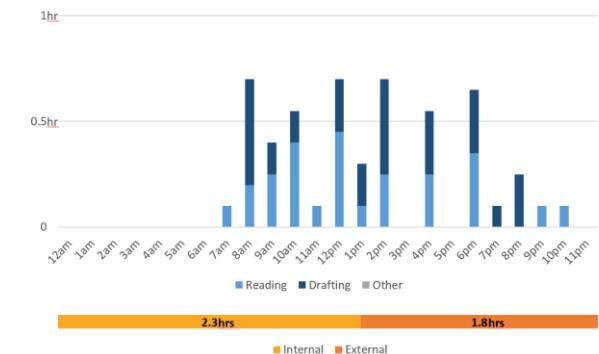


How Many Emails You Send Are New Threads (vs. Old)

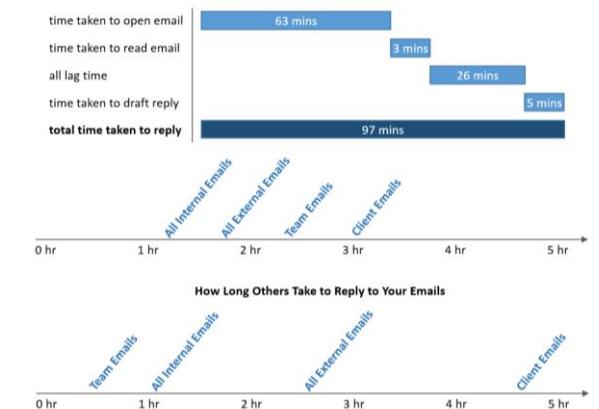


RELATED CHARTS

Time Analysis



Response Time Analysis



DAY | WEEK | MONTH



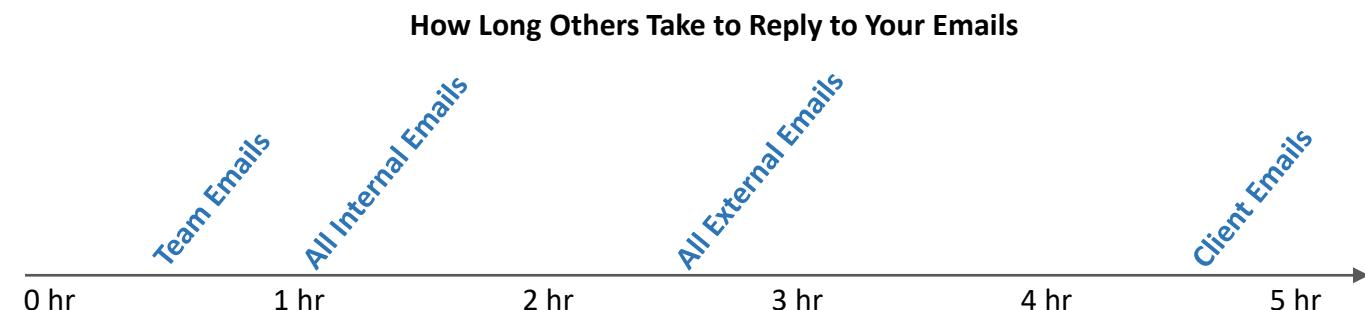
I'm Cortana. Ask me anything.



1:46 AM

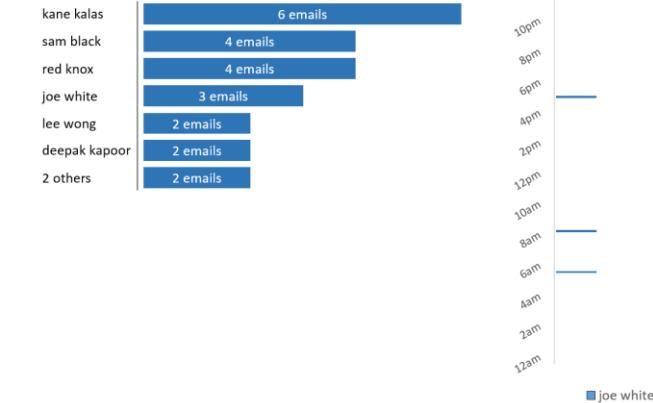
3/23/2016

EMAIL DASHBOARD | RESPONSE TIME ANALYSIS

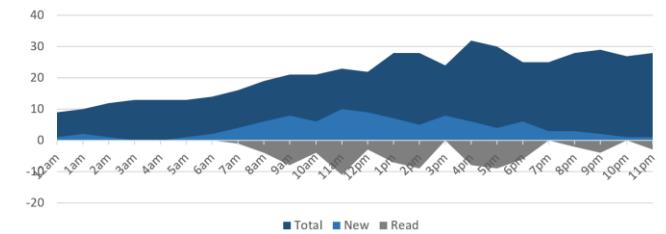


RELATED CHARTS

Recipient Analysis



Inbox Analysis



How Much Time You Take to Open an Incoming Email



How Long You Take to Read an Email



How Many Emails You Receive with Attachments



How Many Emails You Receive with Multiple Recipients



DAY | WEEK | MONTH



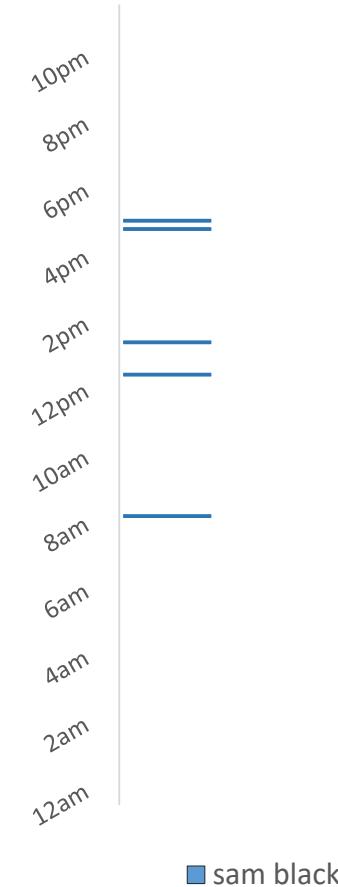
I'm Cortana. Ask me anything.



EMAIL DASHBOARD | SENDER ANALYSIS

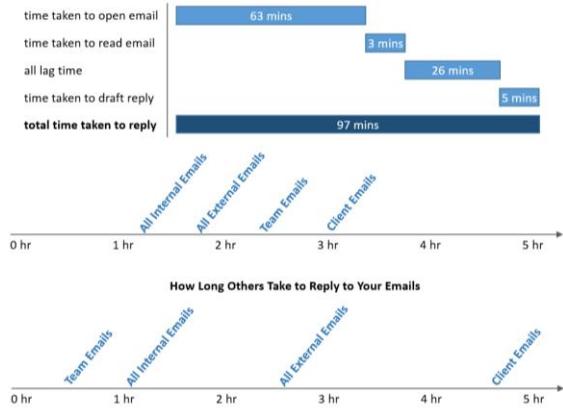


Internal
 External

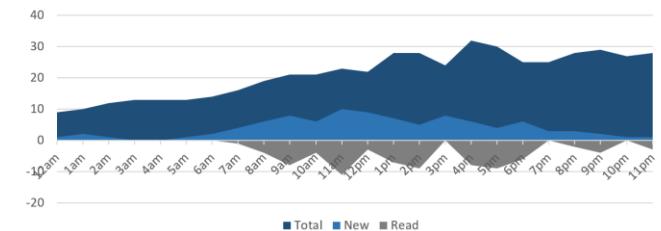


RELATED CHARTS

Response Time Analysis



Inbox Analysis



How Much Time You Take to Open an Incoming Email



How Long You Take to Read an Email



How Many Emails You Receive with Attachments



How Many Emails You Receive with Multiple Recipients



DAY | WEEK | MONTH



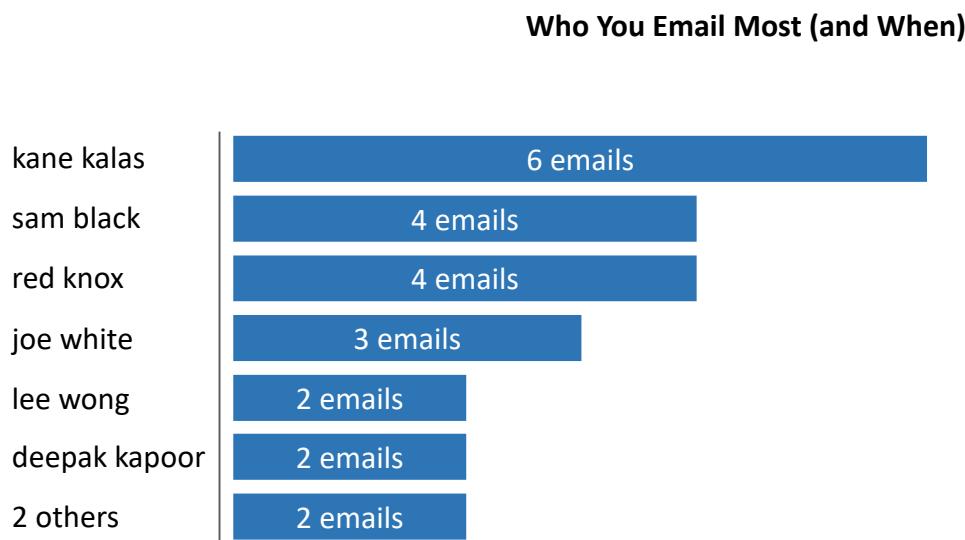
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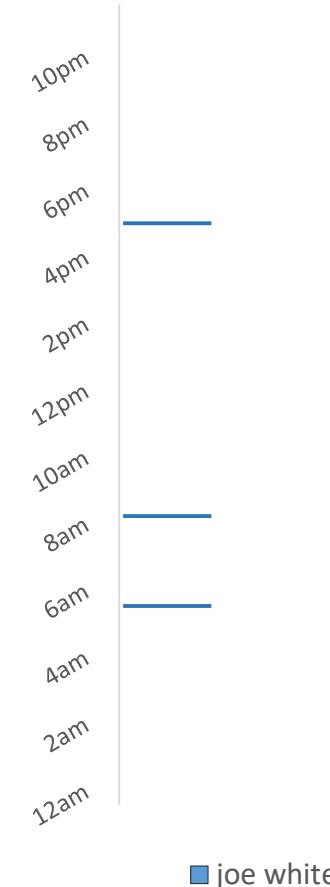
1:46 AM

3/23/2016

EMAIL DASHBOARD | RECIPIENT ANALYSIS

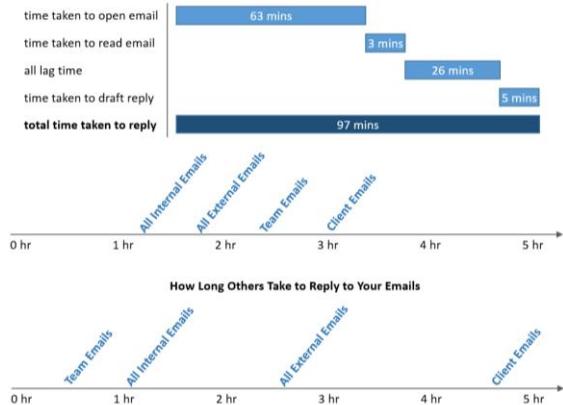


- Internal
 External

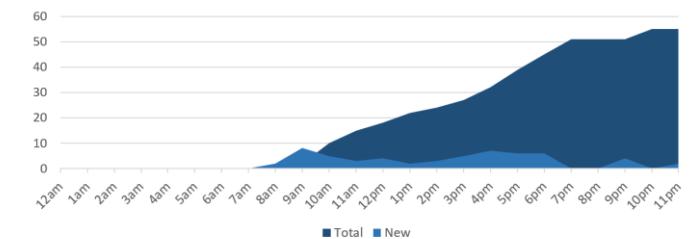


RELATED CHARTS

Response Time Analysis



Outbox Analysis



How Much Time You Take to Draft an Email



How Long Are Your Emails



How Many Emails You Send to Multiple Recipients



How Many Emails You Send Are New Threads (vs. Old)



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.





MEETING DASHBOARD

6

3.6

5

meetings attended

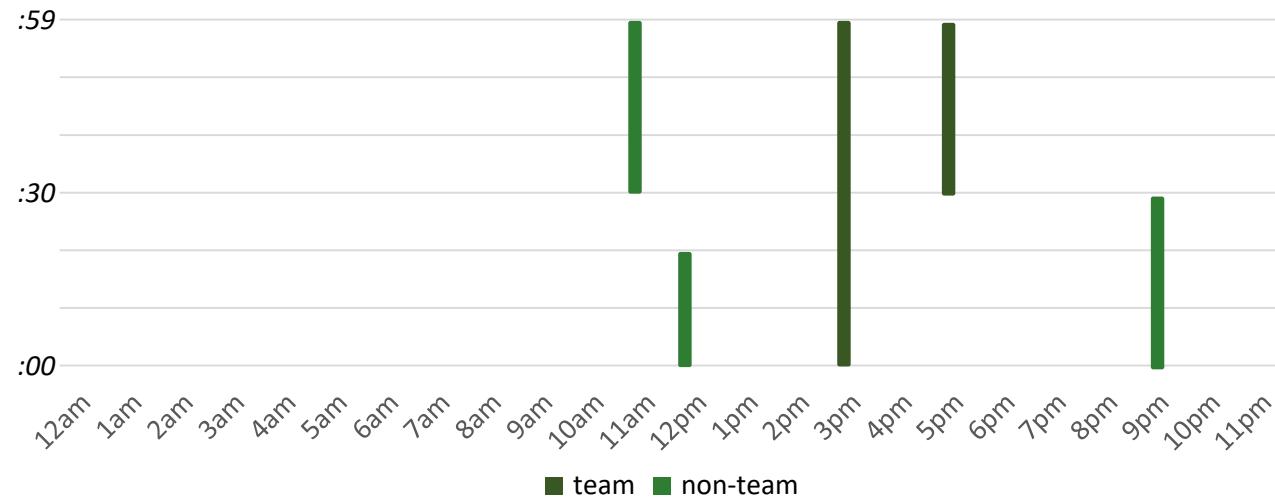
hours spent in meetings

future meetings scheduled

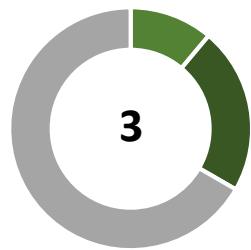
When You Spend Time in Meetings

1.5 hours total spent in team meetings
average 45 mins per meeting

1.8 hours total spent in non-team meetings
average 32 mins per meeting

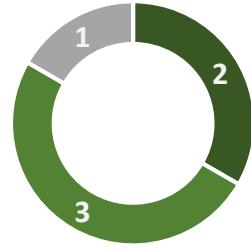


How Many Meetings Are Modified



■ Canceled ■ Rescheduled

How You Meet with Others

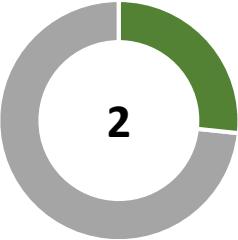


■ Phone ■ In-person ■ Other

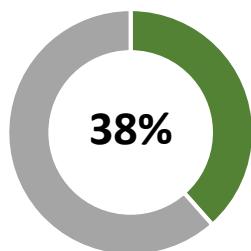
Who You Meet With

1. Sam Black (3)
2. Joe White (2)
3. Red Knox (1)
4. Kane Kalas (1)

How Many Meetings Recur



How Much Time in Meetings You Spend on Other Activities



What Other Activities You Spend Time on in Meetings

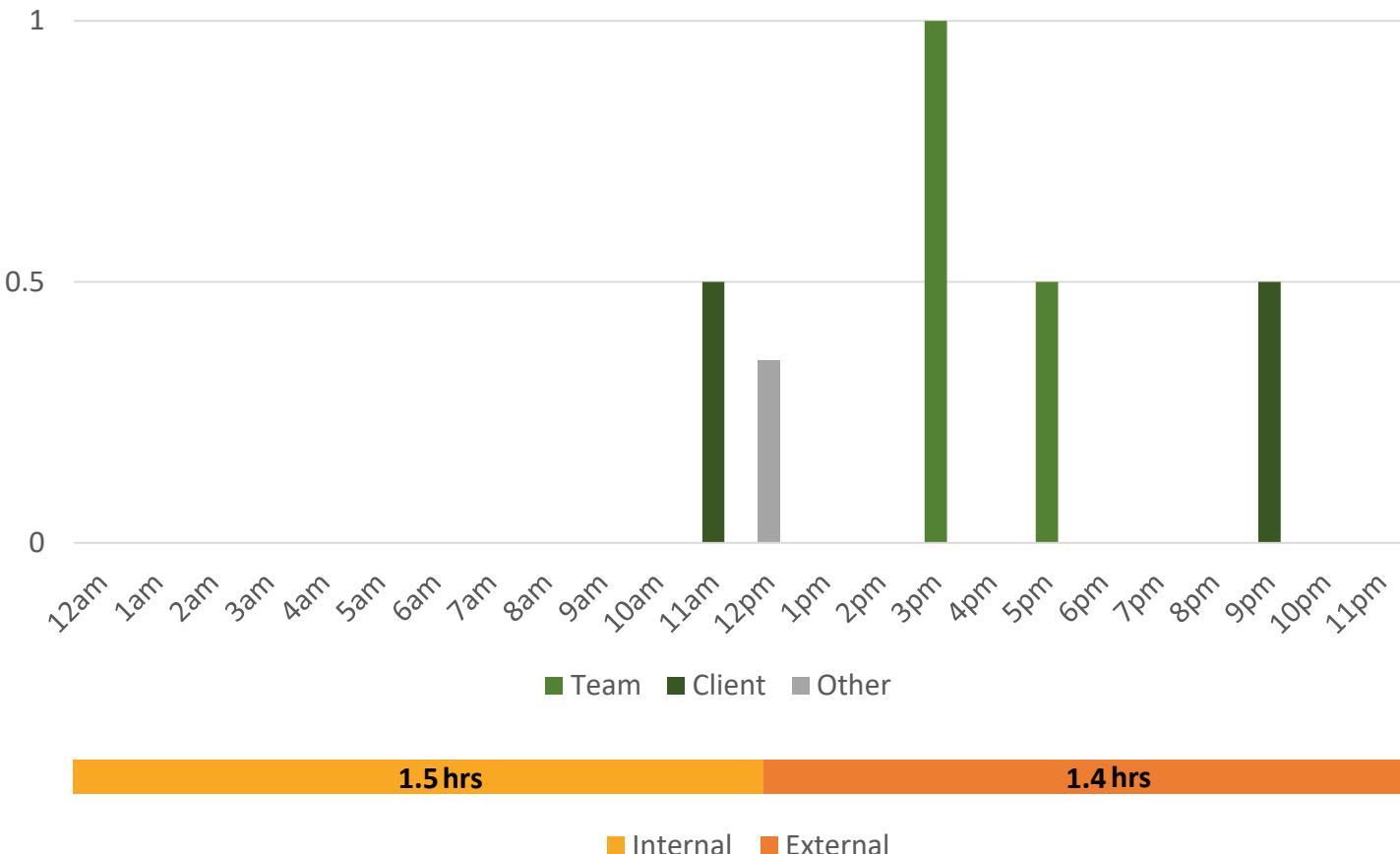


DAY | WEEK | MONTH

MEETING DASHBOARD | TIME ANALYSIS

How Much Time You Spend in Meetings

- Internal
- External



RELATED CHARTS

Scheduling Analysis

5 meetings scheduled
average meeting duration: 32 mins



Meeting Scheduler



Meeting Mode



1. Joe White (4)
2. Kane Kalas (2)
3. Sam Black (1)

Updated Meeting Analysis

3 meetings canceled
average meeting duration: 30 mins



Person Canceling Meeting



Update Type



1. Team (4)
2. Client (2)
3. Other (1)

DAY | WEEK | MONTH



MEETING DASHBOARD | SCHEDULING ANALYSIS



Who Schedules Your Meetings



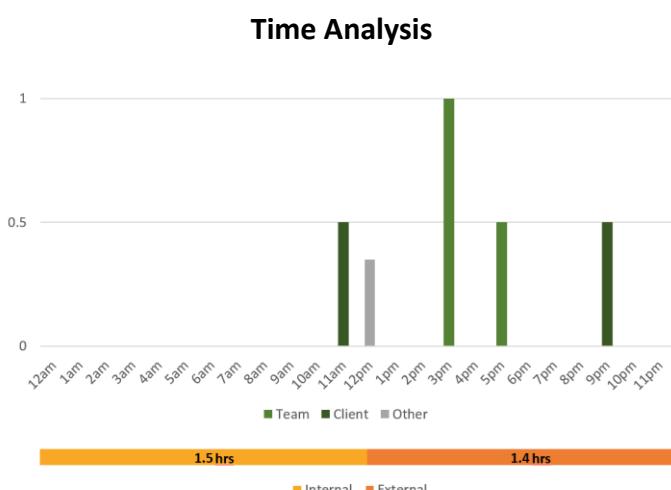
What Type of Meeting Scheduled



Who You Meet With Most

- Joe White (4)
- Kane Kalas (2)
- Sam Black (1)

RELATED CHARTS



Updated Meeting Analysis

3 meetings canceled
average meeting duration: 30 mins



Person Canceling Meeting



Update Type



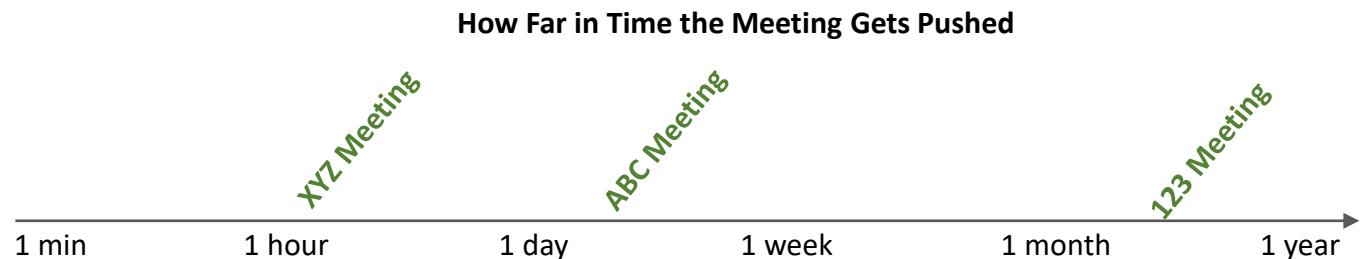
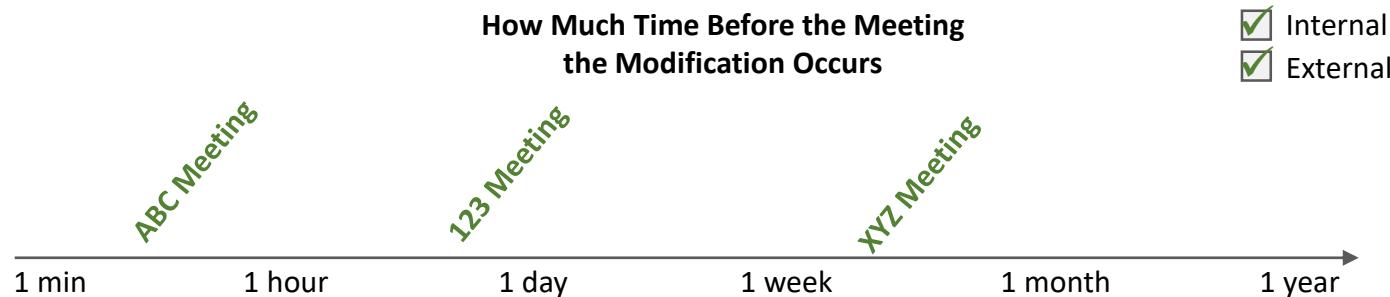
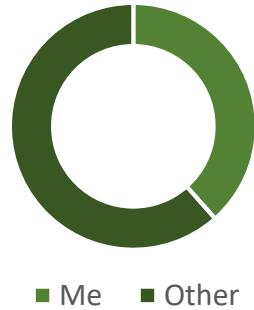
Type of Meeting Canceled



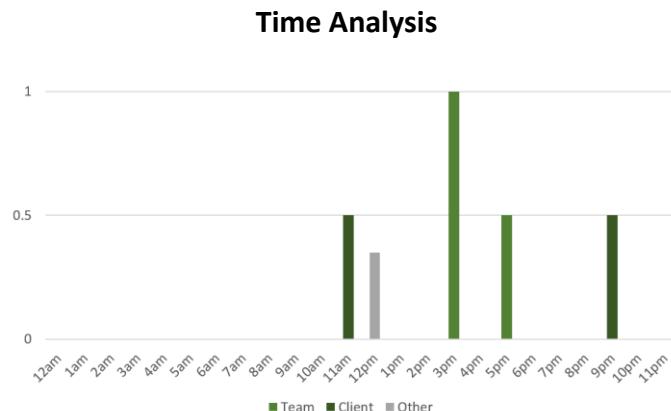
DAY | WEEK | MONTH



MEETING DASHBOARD | UPDATED MEETING ANALYSIS

**Who Modifies Meetings****What the Modification Is****What Kind of Meeting Is Modified**

RELATED CHARTS

**Scheduling Analysis****DAY | WEEK | MONTH**

WEB DASHBOARD**13**

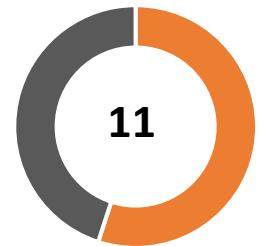
different websites opened

2.7

hours spent on the web

57

webpage visits

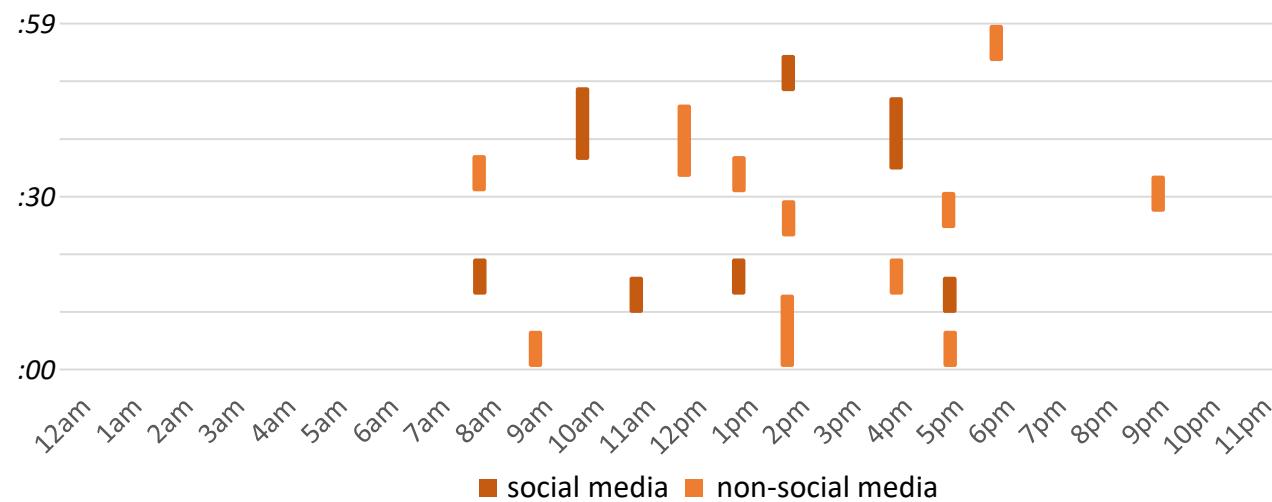
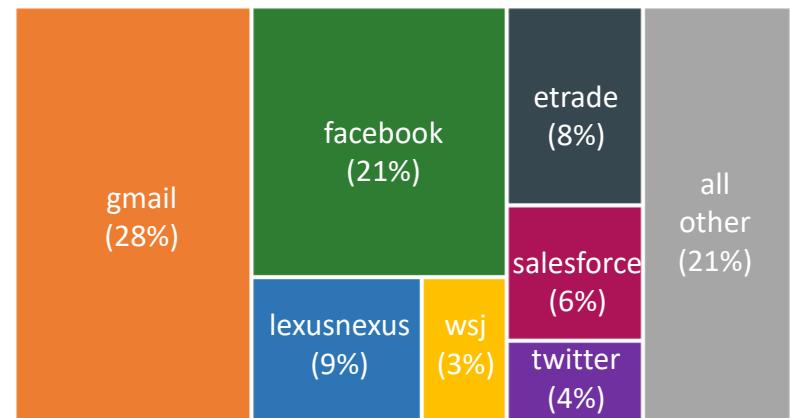
How Many Tabs You Have Open Which Type of Websites You Visit

- Social Media
- News
- Other

When You Spend Time on the Web

1.0 hours total spent on social media
23 visits, average 3 mins per visit

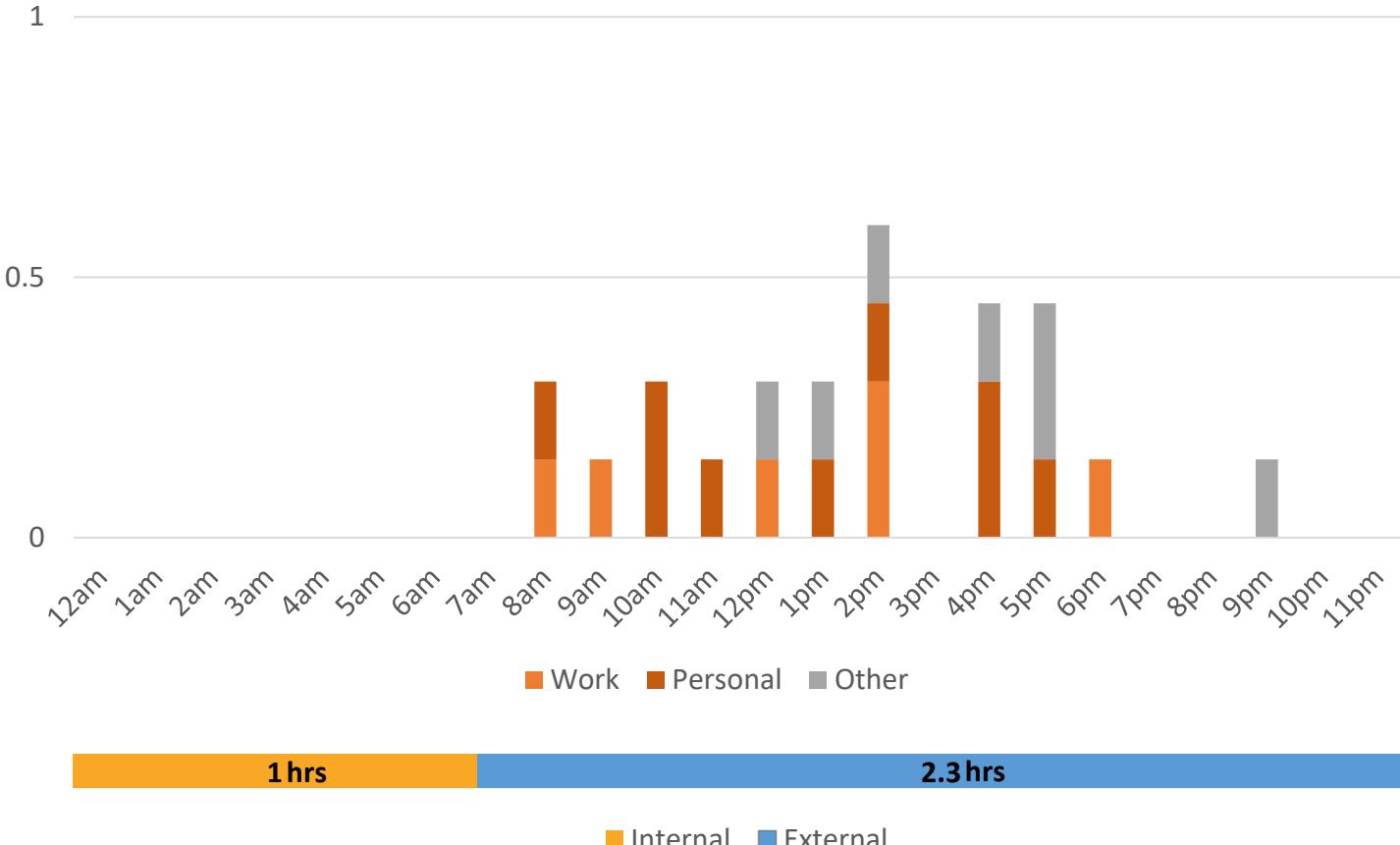
1.7 hours total spent on non-social media
34 visits, average 4 mins per visit

**Which Websites You Visit Most Often****Which Browsers You Use Most Often****DAY | WEEK | MONTH**

WEB DASHBOARD | TIME ANALYSIS

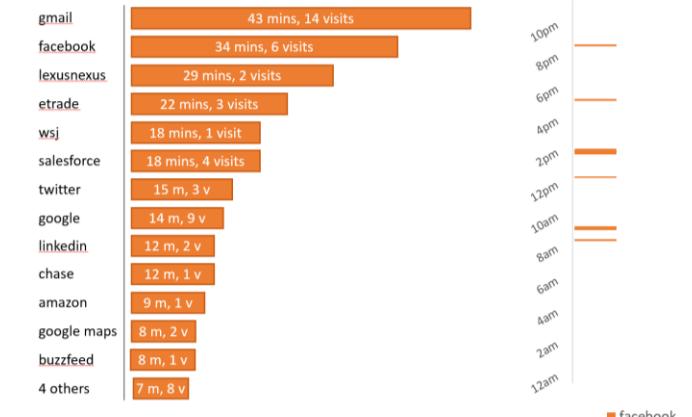
How Much Time You Spend on the Web

- Internal
 External



RELATED CHARTS

Website Analysis



Tabs Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

WEB DASHBOARD | WEBSITE ANALYSIS

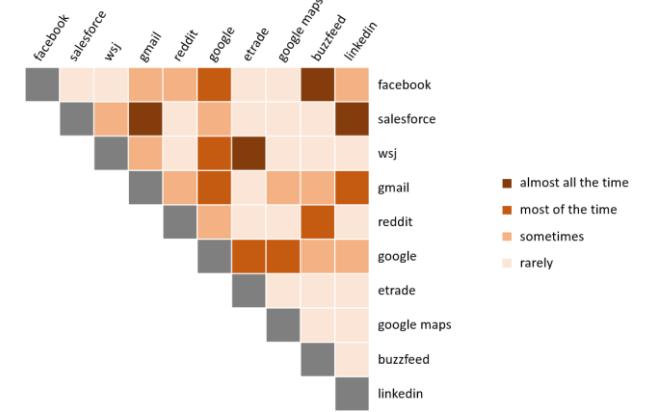


- Internal
- External



RELATED CHARTS

Website Linkage Analysis



Tabs Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



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3/23/2016

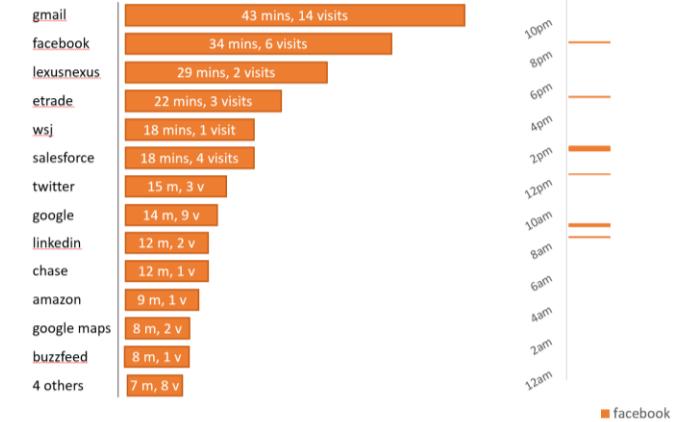
WEB DASHBOARD | TABS ANALYSIS

Which Tabs You Use in Each Web Visit



RELATED CHARTS

Website Analysis

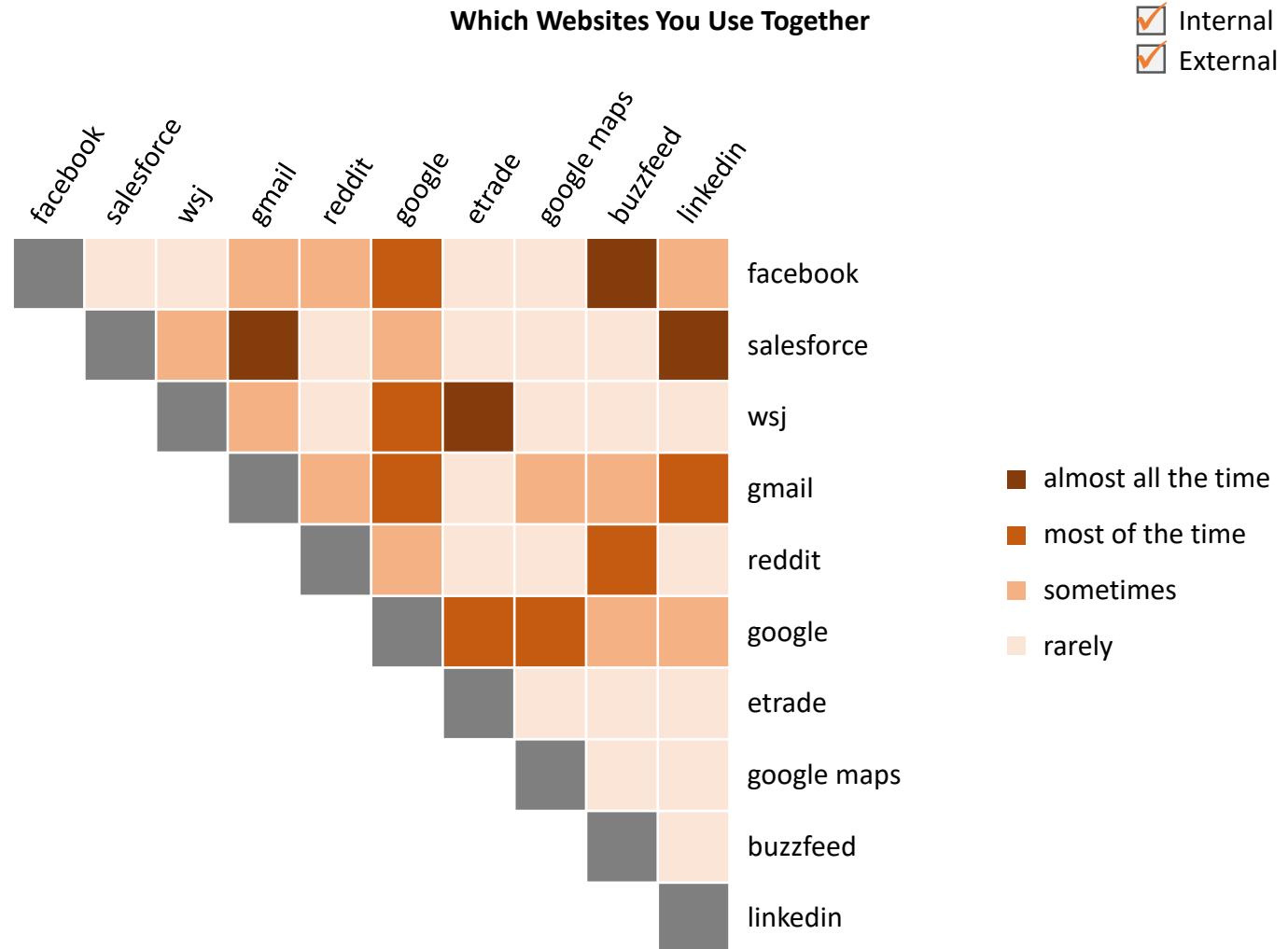


Time Analysis



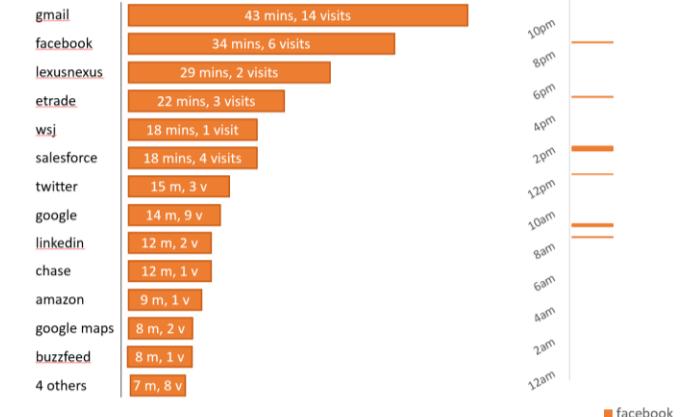
DAY | WEEK | MONTH

WEBSITE DASHBOARD | WEBSITE LINKAGE ANALYSIS



RELATED CHARTS

Website Analysis



Tabs Analysis



DAY | WEEK | MONTH



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1:46 AM

3/23/2016

DELIVERABLE DASHBOARD

4

1.7

7

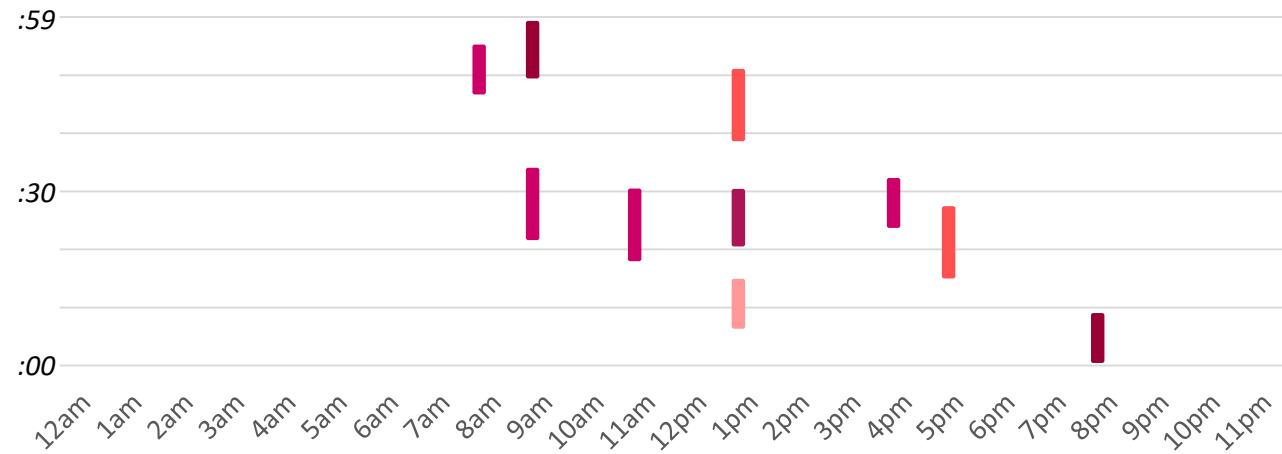
projects worked on

hours spent on deliverables

deliverable files worked on

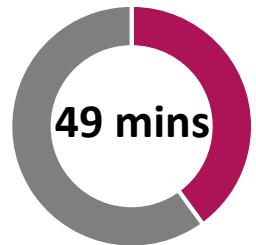
When You Spend Time on Deliverables

1.6 hrs on [project A] avg 23 mins 1.1 hrs on [project B] avg 31 mins .7 hrs on [project C] avg 21 mins .3 hrs on [project D] avg 19 mins

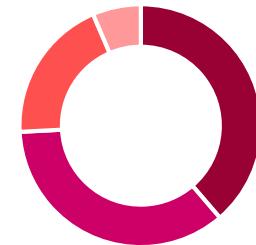


■ [project A] ■ [project B] ■ [project C] ■ [project D]

How Much Time You Spend Editing Deliverables



Which Projects You Work On Most

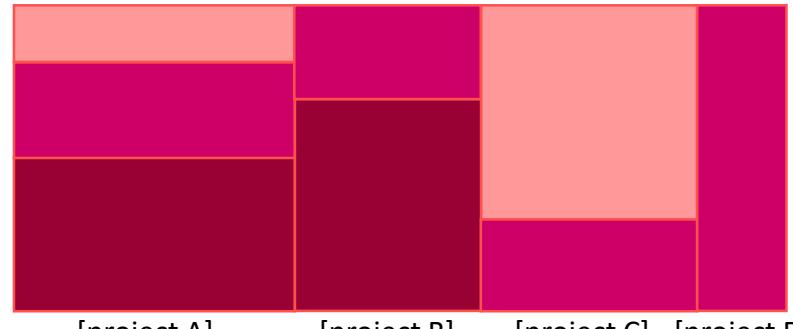


■ [project A] ■ [project B]
■ [project C] ■ [project D]

How Long an Open File Is Actively Used



What Kind of Work You Do for Projects



■ document ■ spreadsheet ■ pitch deck

DAY | WEEK | MONTH



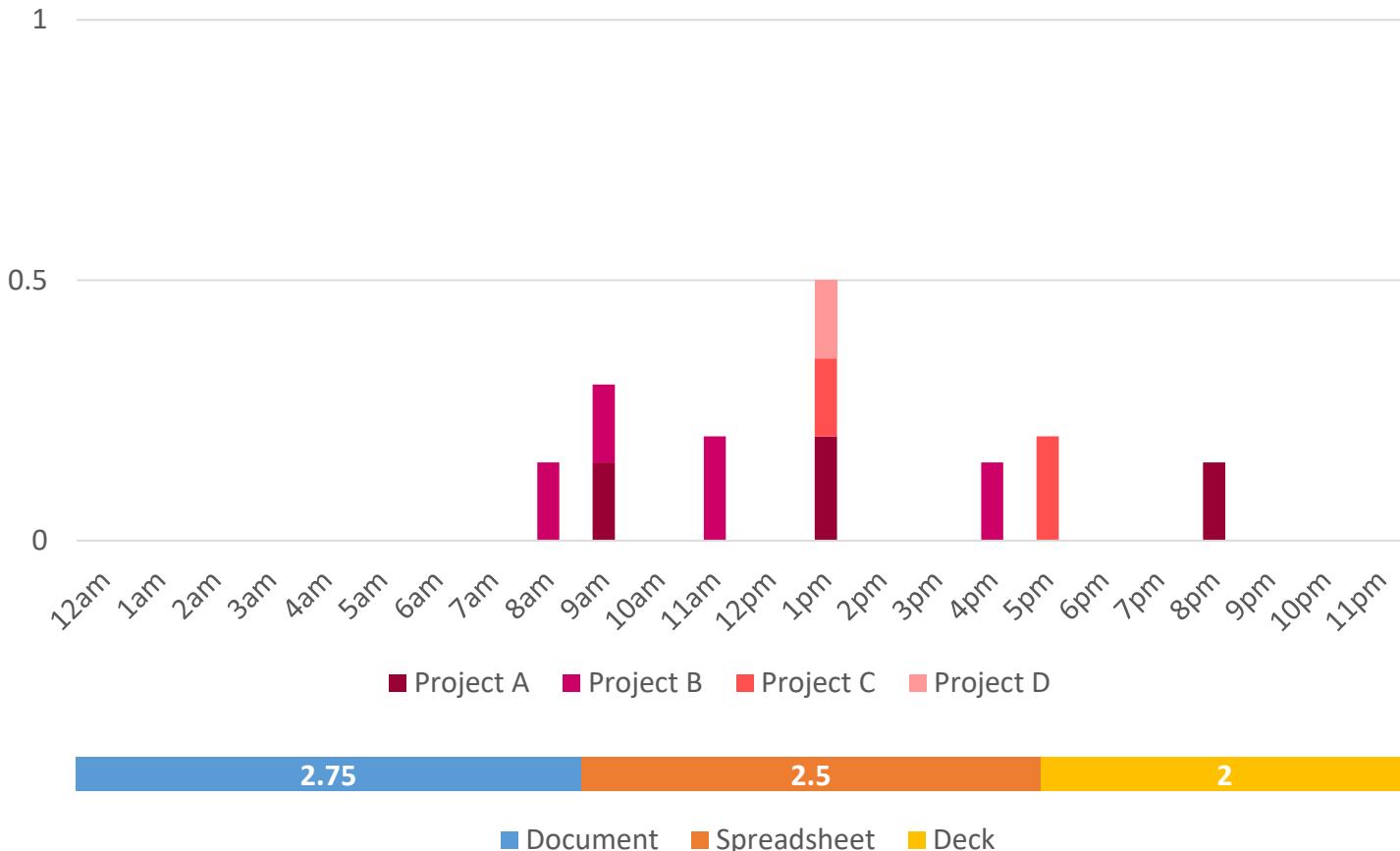
I'm Cortana. Ask me anything.



DELIVERABLE DASHBOARD | TIME ANALYSIS

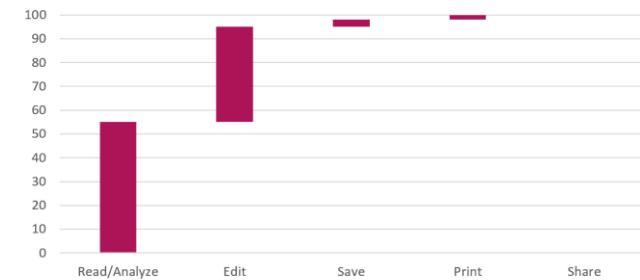
How Much Time You Spend on Deliverables

- Internal
- External



RELATED CHARTS

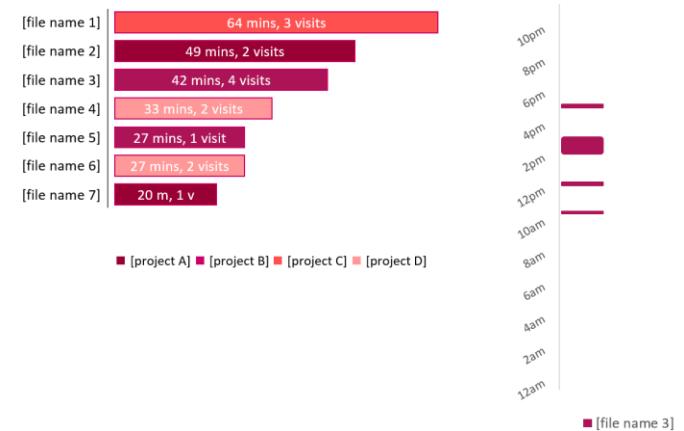
File Activity Analysis



What Kind of Edits You Make to a File



File Time Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

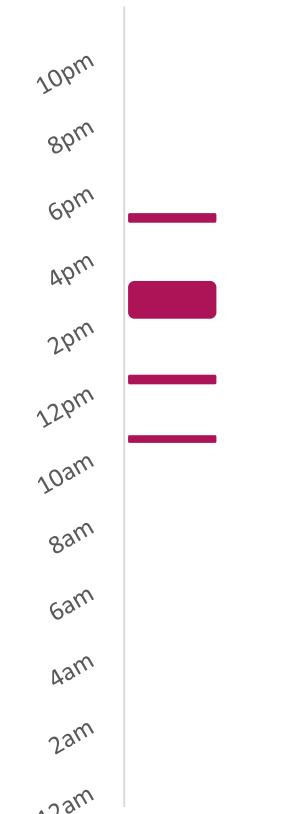
3/23/2016

DELIVERABLE DASHBOARD | FILE TIME ANALYSIS

Which Files You Work on Most (and When)

[file name 1]	64 mins, 3 visits
[file name 2]	49 mins, 2 visits
[file name 3]	42 mins, 4 visits
[file name 4]	33 mins, 2 visits
[file name 5]	27 mins, 1 visit
[file name 6]	27 mins, 2 visits
[file name 7]	20 m, 1 v

■ [project A] ■ [project B] ■ [project C] ■ [project D]



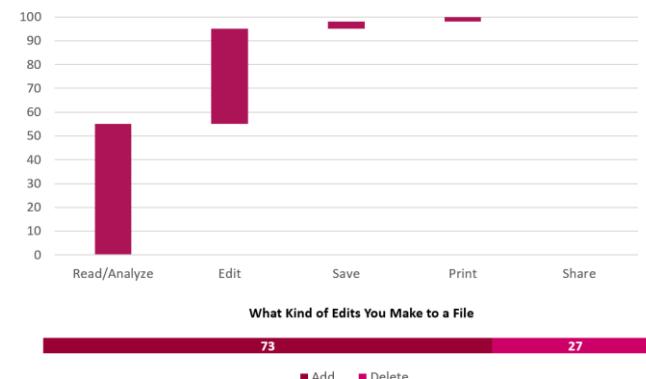
■ [file name 3]

RELATED CHARTS

Project Increment Analysis



File Activity Analysis



DAY | WEEK | MONTH

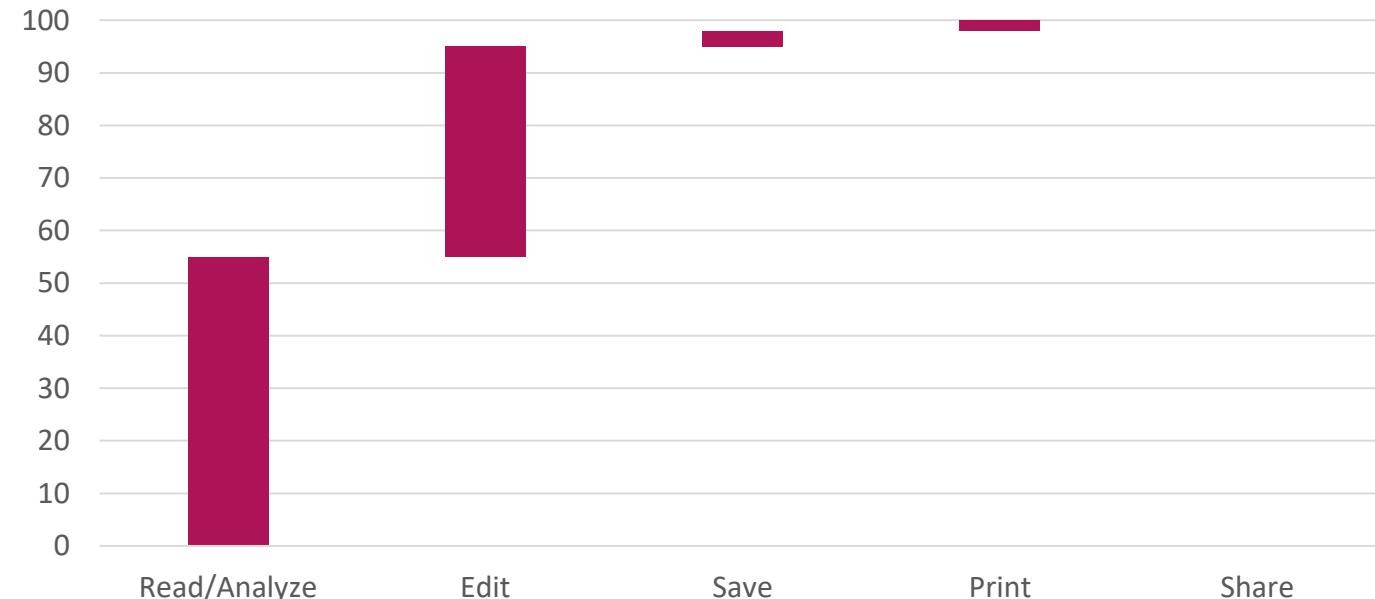


I'm Cortana. Ask me anything.

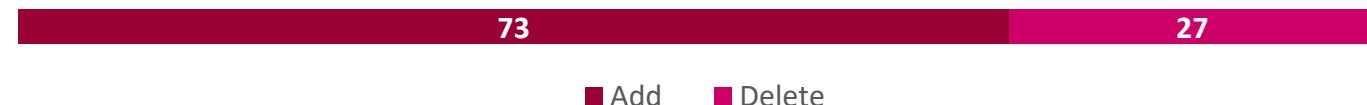


DELIVERABLE DASHBOARD | FILE ACTIVITY ANALYSIS

How You Spend Time While Working on a File

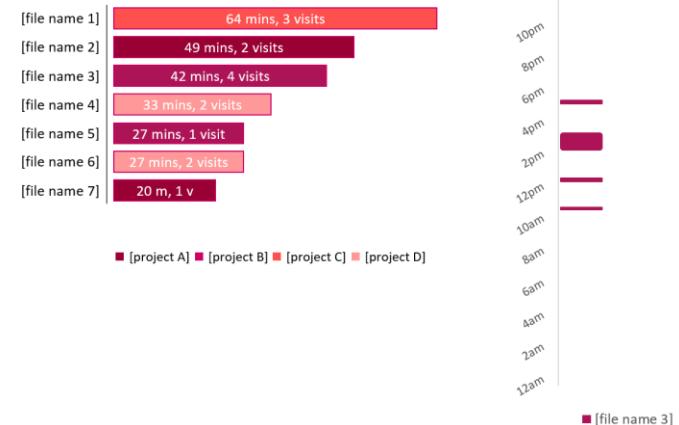


What Kind of Edits You Make to a File



RELATED CHARTS

File Time Analysis

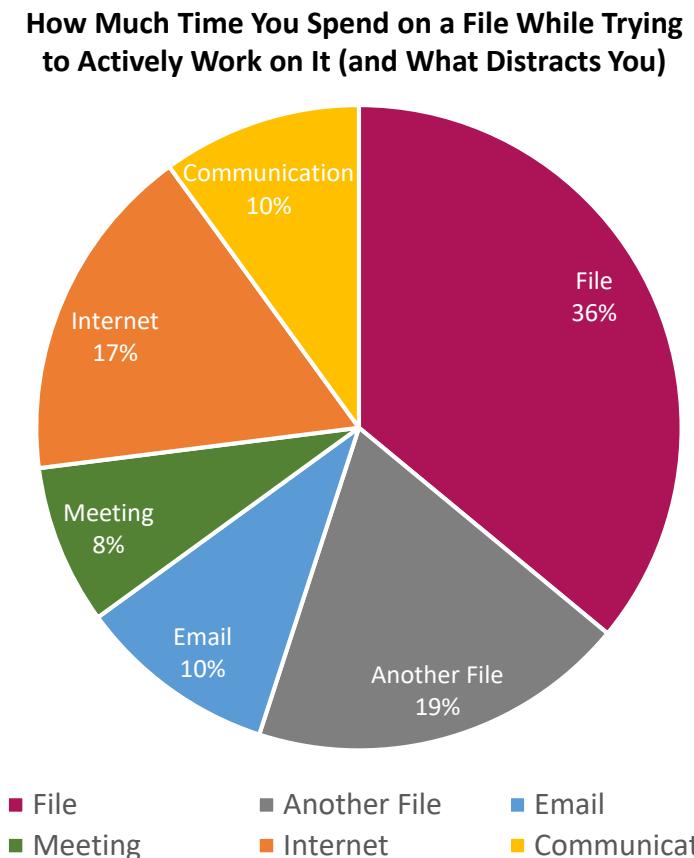
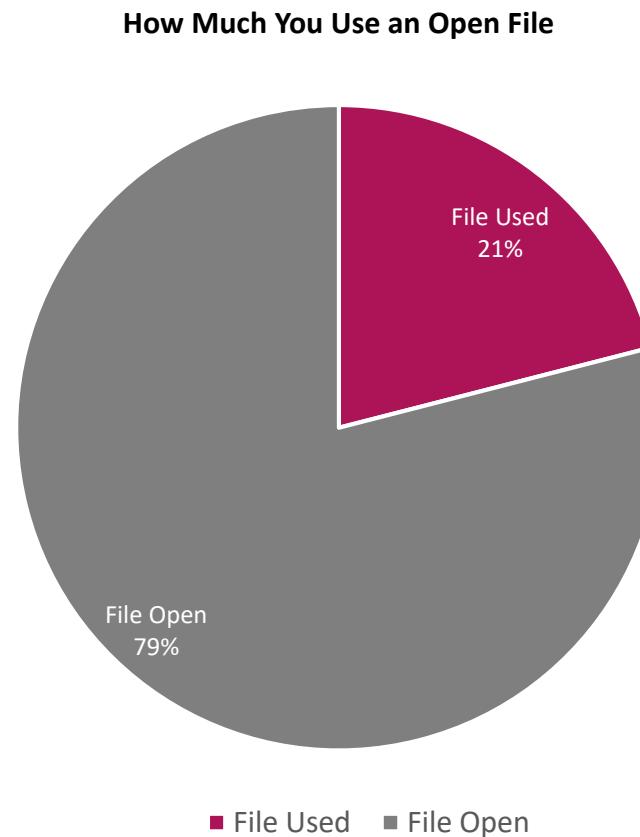


File Active Use Analysis

DAY | WEEK | MONTH

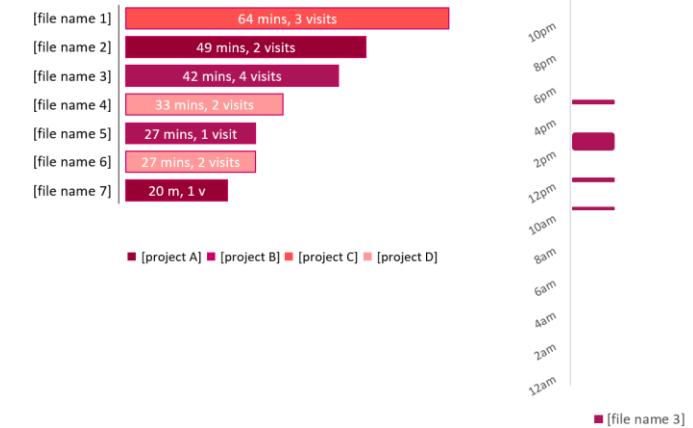


DELIVERABLE DASHBOARD | FILE ACTIVE USE ANALYSIS

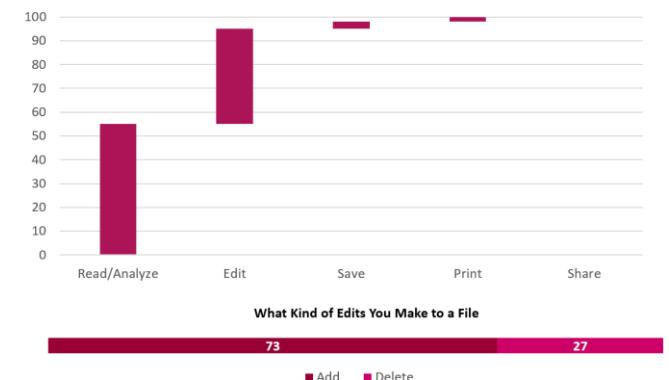


RELATED CHARTS

File Time Analysis



File Activity Analysis



DAY | WEEK | MONTH

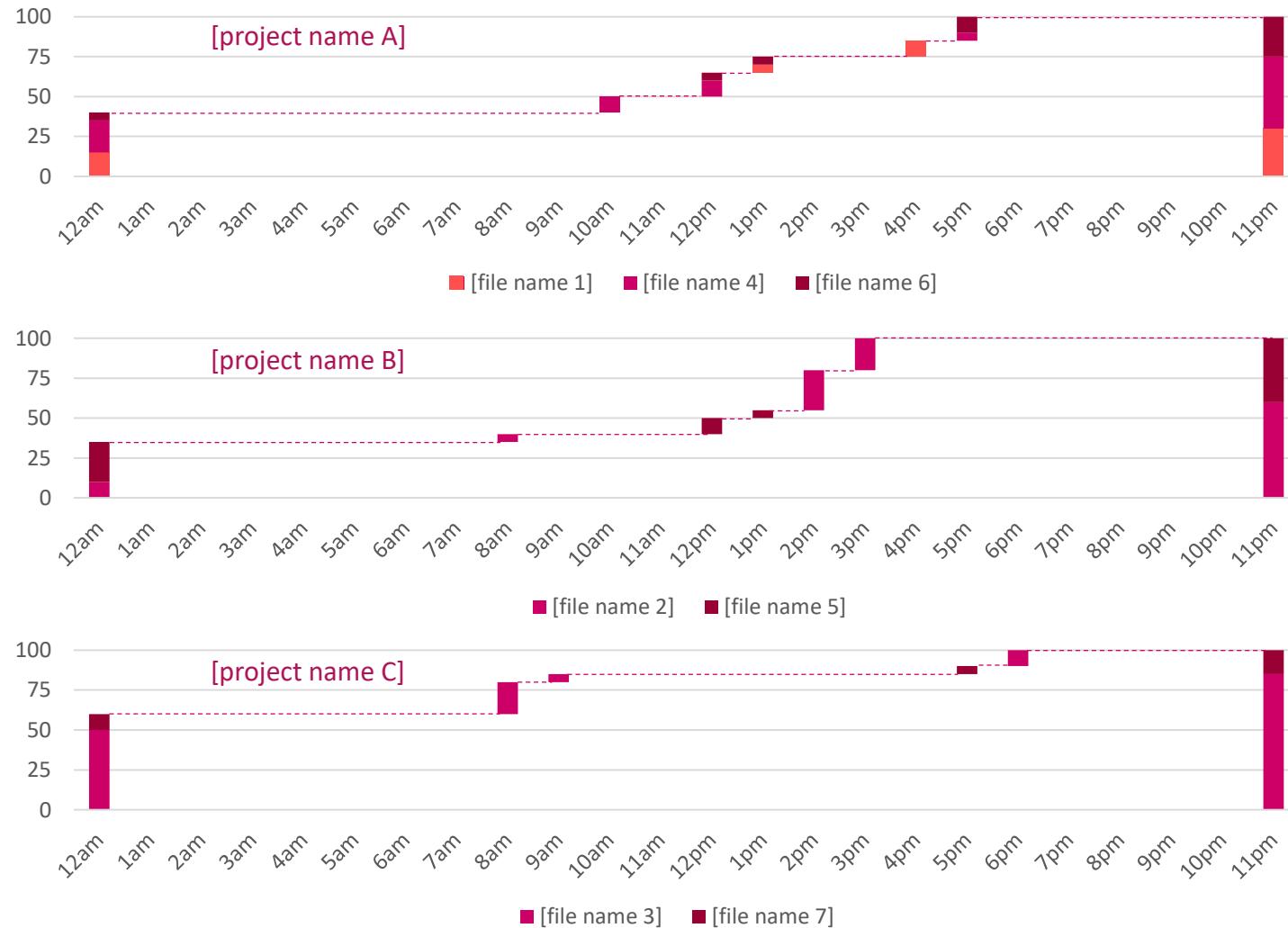


I'm Cortana. Ask me anything.



DELIVERABLE DASHBOARD | PROJECT INCREMENT ANALYSIS

When You Work on Projects (and How Much)

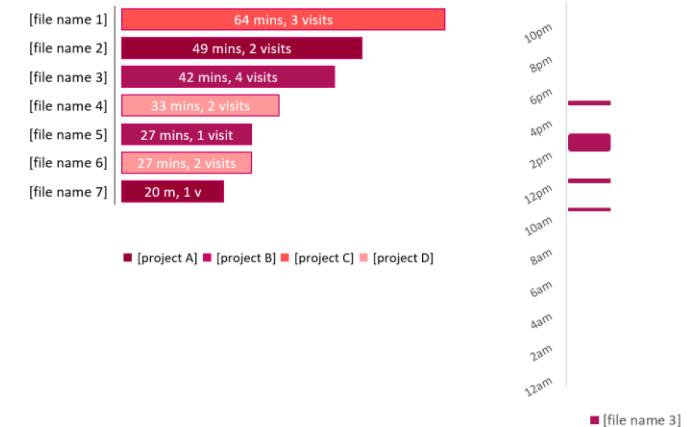


RELATED CHARTS

Time Analysis



File Time Analysis



DAY | WEEK | MONTH



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1:46 AM

3/23/2016

USER & SYSTEM DASHBOARD

8.1

hours spent working

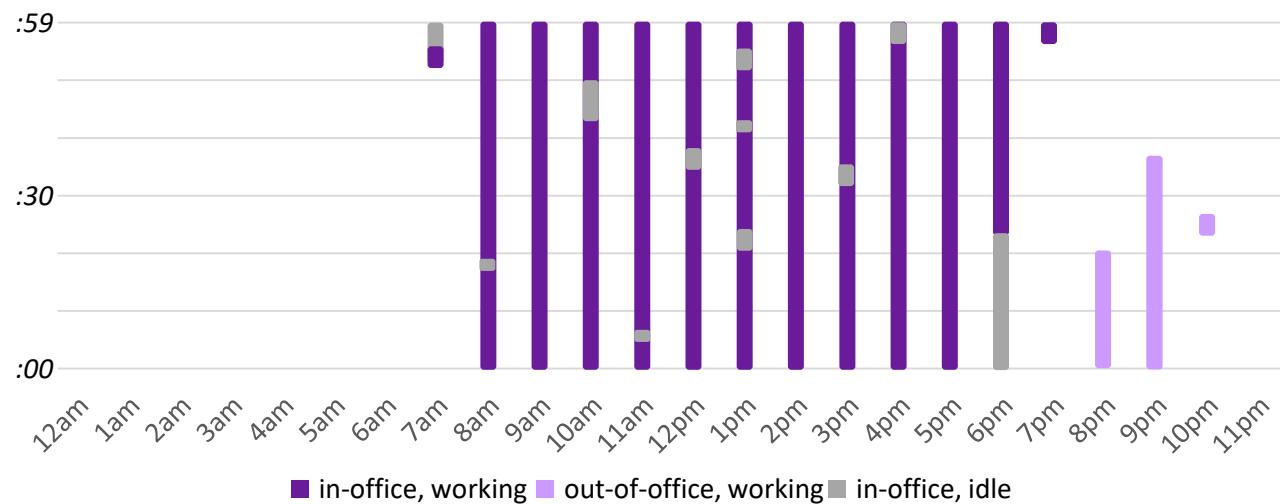
12

applications used

1.1

hours idle time

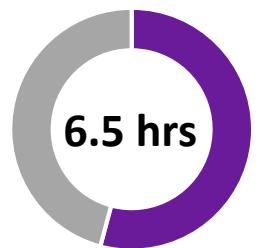
When You Spend Time on Work

9.7 hrs total in office, working
average 1.8 hrs per episode1.7 hrs total out-of-office, working
average 10 mins per episode9.7 hrs total in office, idle
average 5 mins per episode

■ in-office, working ■ out-of-office, working ■ in-office, idle

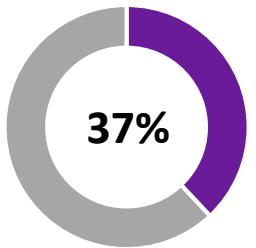
How Much You Listen to Music

6.5 hrs



How Many Open Apps You Use Hourly

37%



How Long Your Attention Span Is

12 mins



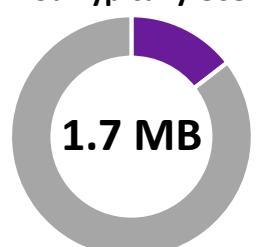
How Much Time You Spend on Distractions

2.1 hrs



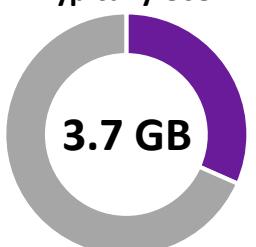
How Much Bandwidth You Typically Use

1.7 MB



How Much Memory You Typically Use

3.7 GB



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.

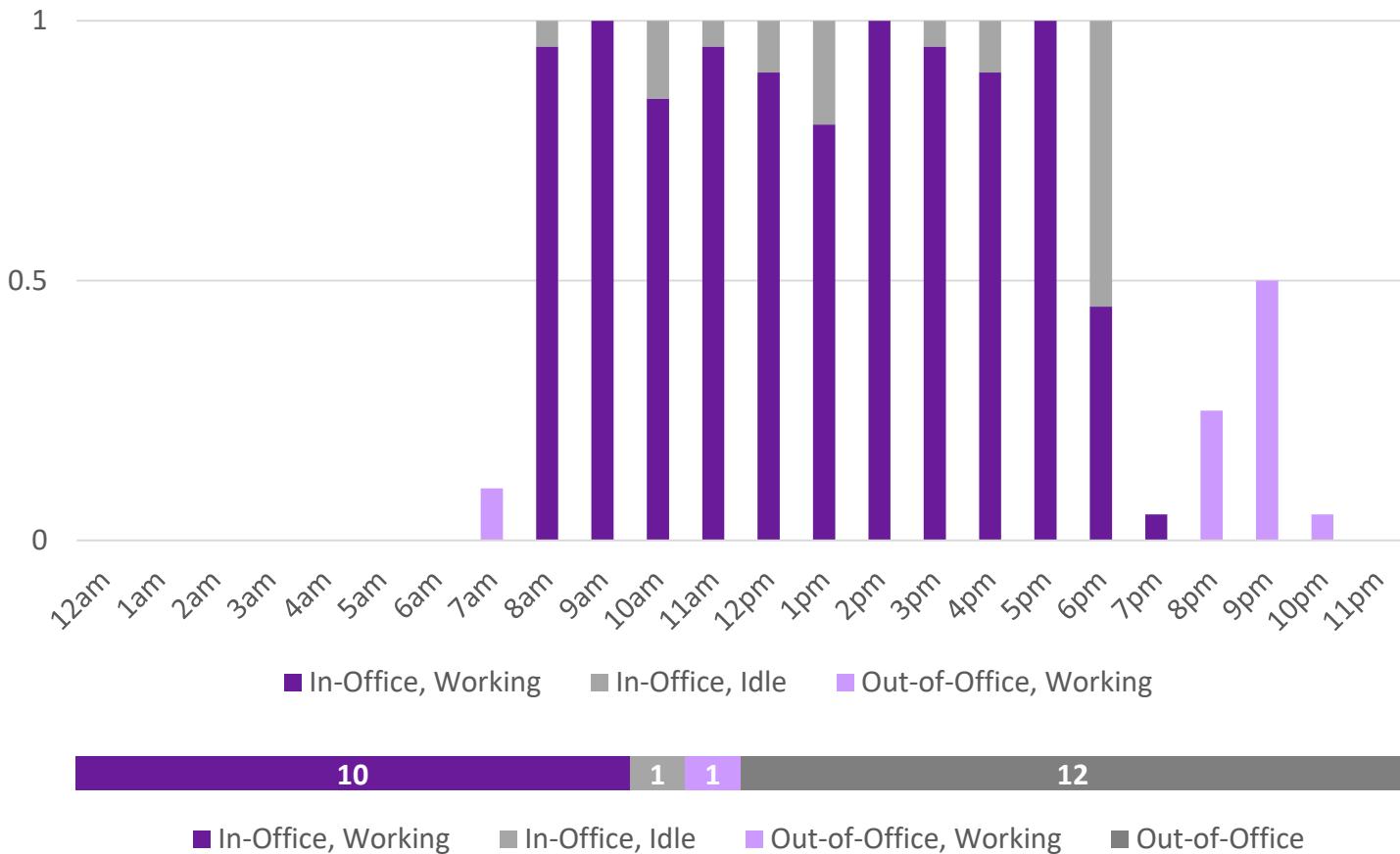


1:46 AM

3/23/2016

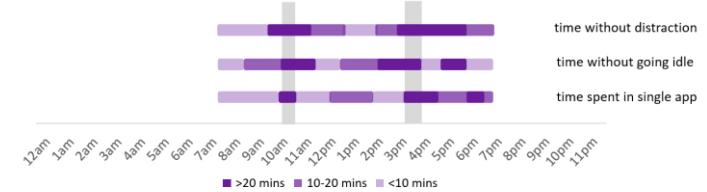
USER & SYSTEM DASHBOARD | TIME ANALYSIS

How Much Time You Spend on Work

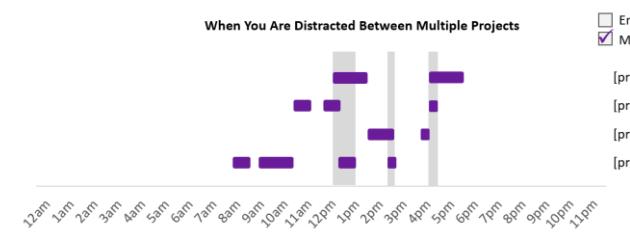


RELATED CHARTS

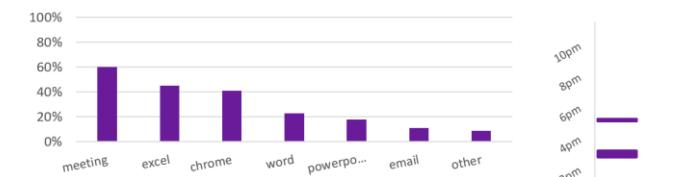
Productivity Analysis



When You Are Distracted Between Multiple Projects



Distraction Analysis



What Disttracts You (and When)



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.

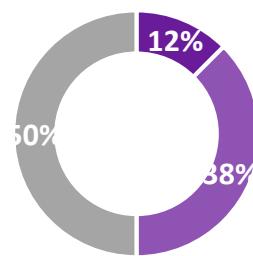


1:46 AM

3/23/2016

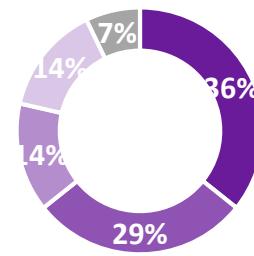
USER & SYSTEM DASHBOARD | MUSIC ACTIVITY ANALYSIS

How Much Time You Spend on Music



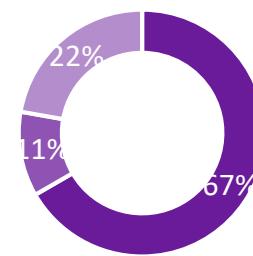
- Actively Selecting
- Passively Listening
- No Music

When You Listen to Music



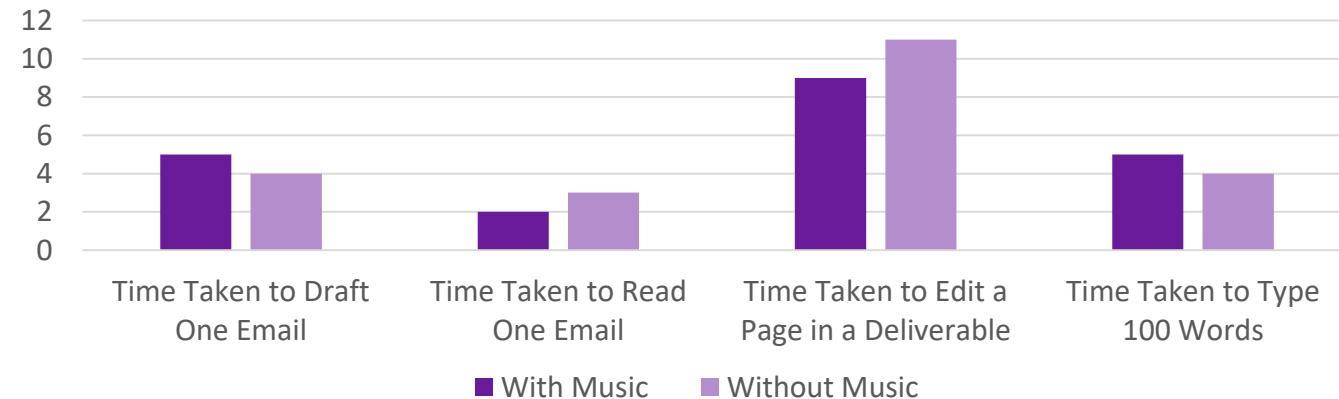
- Email
- Communication
- Other
- Deliverable
- Web

How You Listen to Music



- Spotify
- YouTube
- Pandora

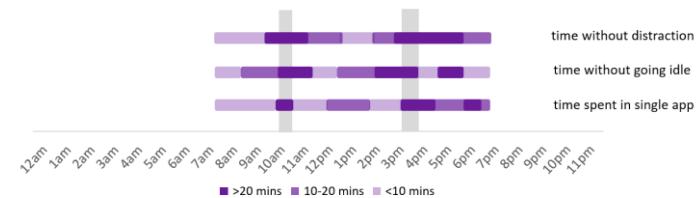
How Productive You Are While Listening to Music



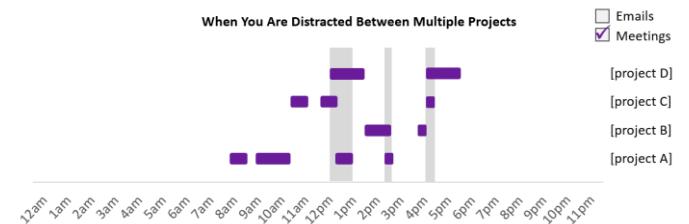
- With Music
- Without Music

RELATED CHARTS

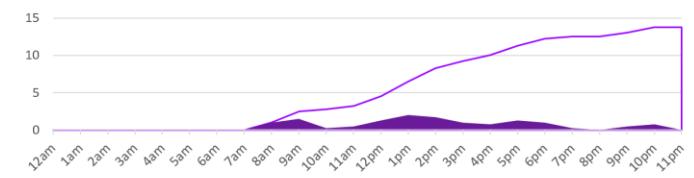
Productivity Analysis



When You Are Distracted Between Multiple Projects



Bandwidth Analysis



total	64 mins, 3 visits
spotify	49 mins, 2 visits
gmail	42 mins, 4 visits
youtube	33 mins, 2 visits
skype	27 mins, 1 visit
facebook	mins, 2
all others	20 m, 1 v

DAY | WEEK | MONTH



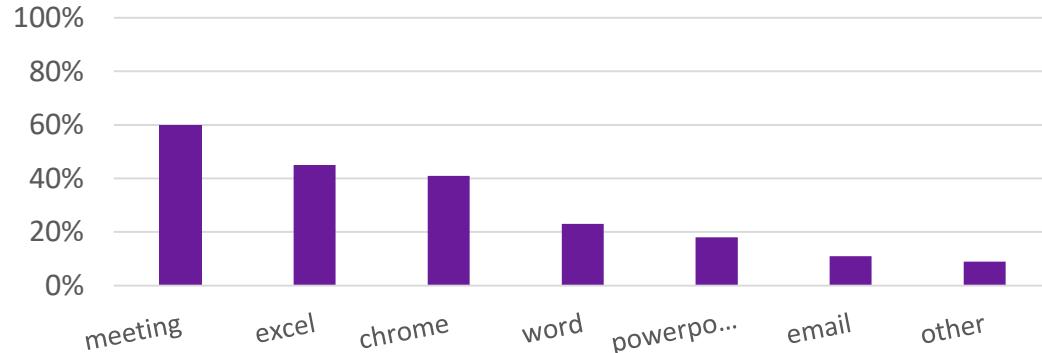
I'm Cortana. Ask me anything.



1:46 AM
3/23/2016

USER & SYSTEM DASHBOARD | DISTRACTION ANALYSIS

How Probable It Is For You to Become
Distracted during an Activity

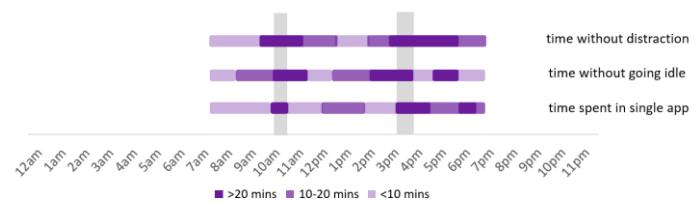


What Distracts You (and When)

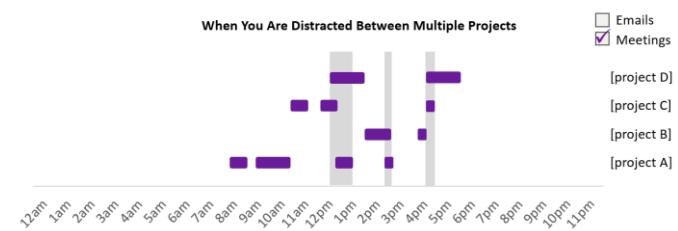
all	130 mins, 33 visits
facebook	38 mins, 9 visits
reddit	24 m, 3 v
amazon	15 m, 3 v
etrade	13m, 1v
spotify	11m, 8v
twitter	9m, 3v
other	20 m, 6 v

RELATED CHARTS

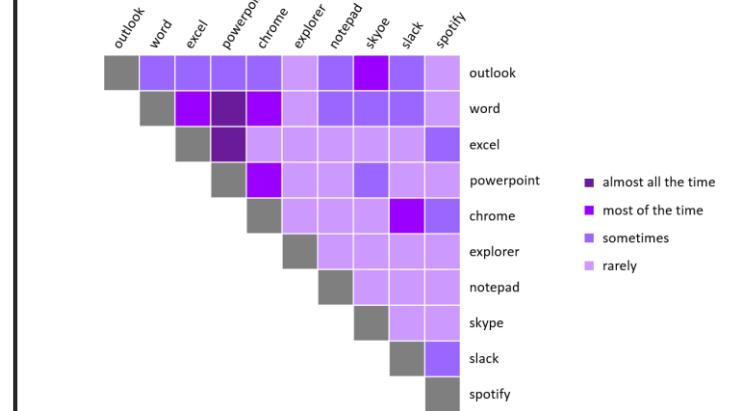
Productivity Analysis



When You Are Distracted Between Multiple Projects



App Linkage Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

USER & SYSTEM DASHBOARD | PRODUCTIVITY ANALYSIS



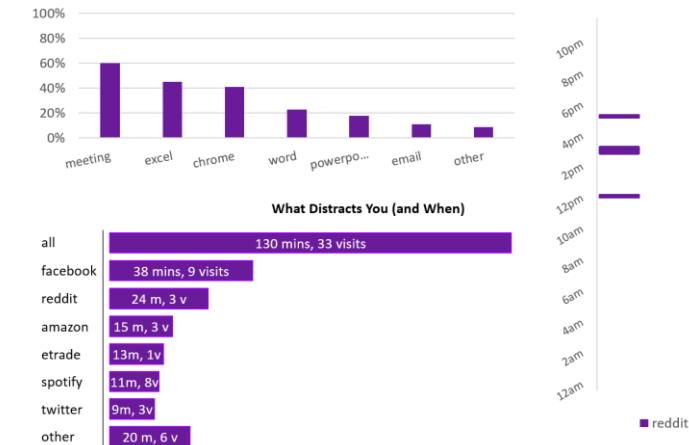
time without distraction

time without going idle

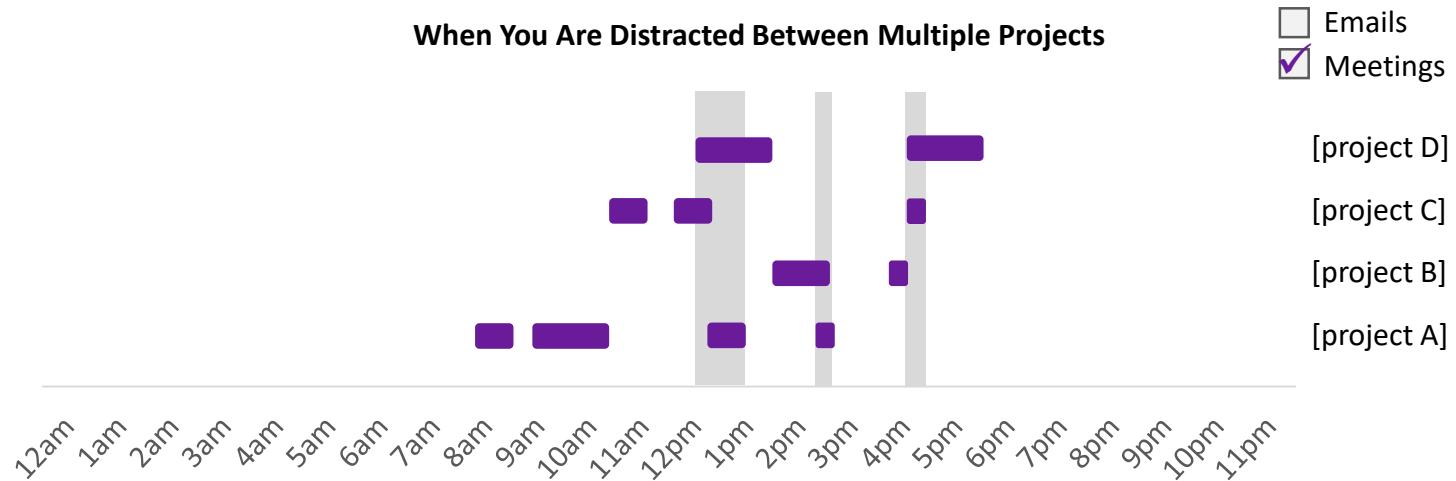
time spent in single app

RELATED CHARTS

Distraction Analysis



When You Are Distracted Between Multiple Projects



Emails
 Meetings

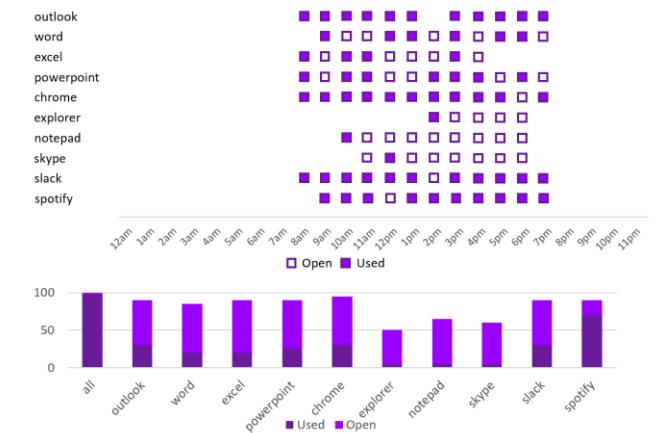
[project D]

[project C]

[project B]

[project A]

App Usage Analysis



DAY | WEEK | MONTH



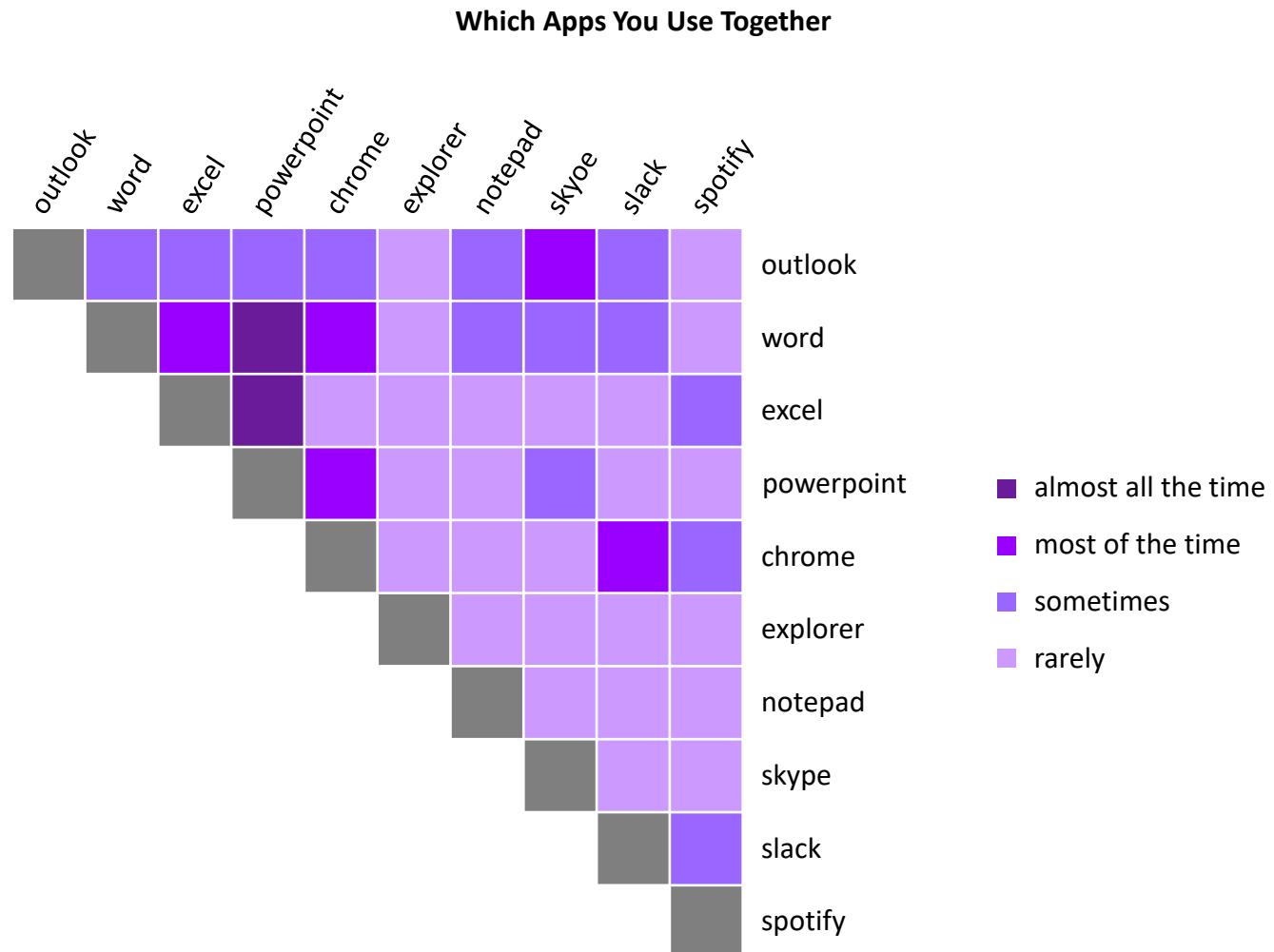
I'm Cortana. Ask me anything.



1:46 AM

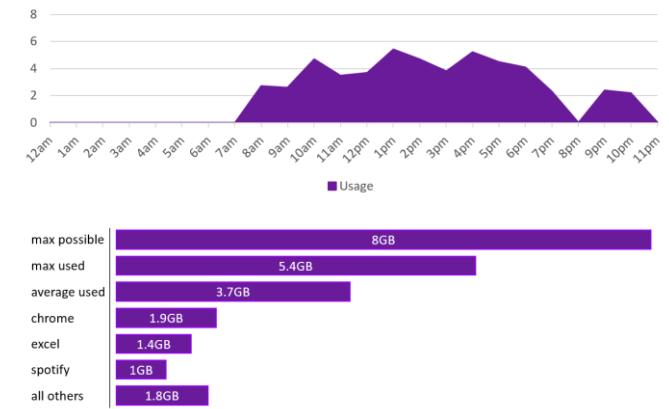
3/23/2016

USER & SYSTEM DASHBOARD | APP LINKAGE ANALYSIS

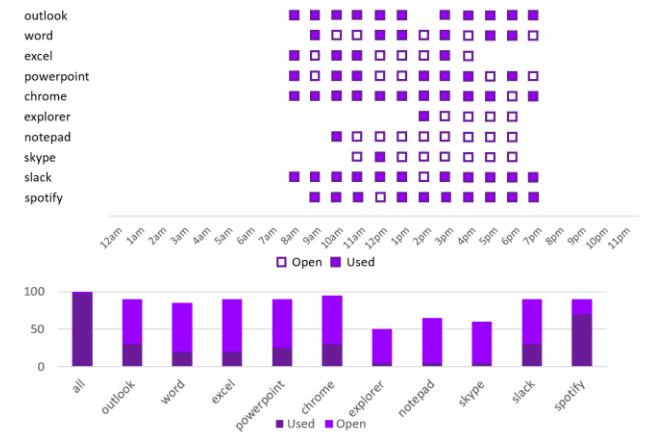


RELATED CHARTS

Memory Analysis



App Usage Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



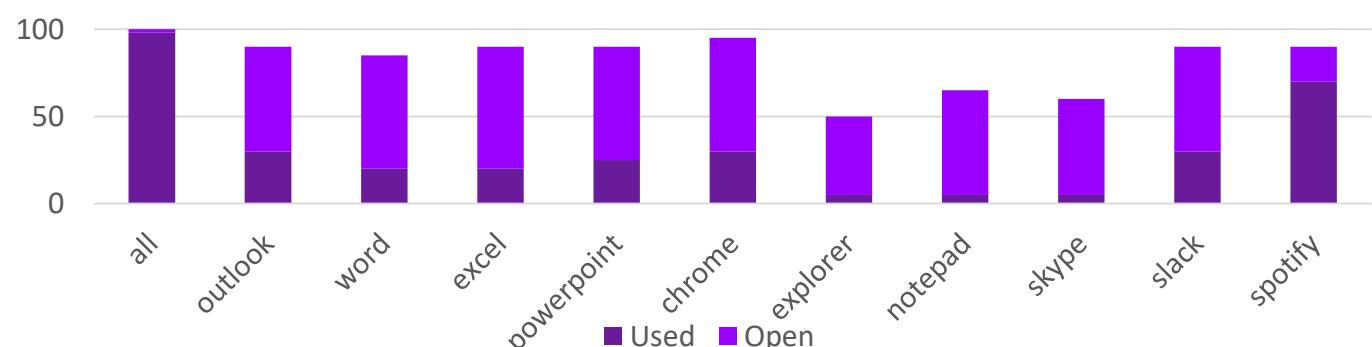
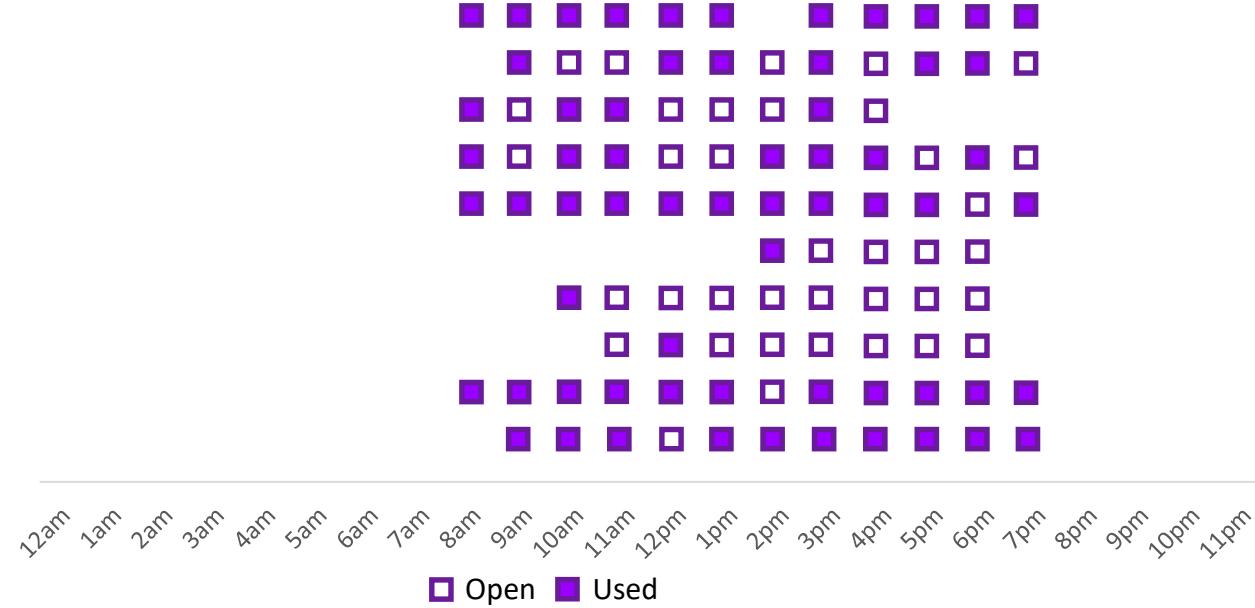
1:46 AM

3/23/2016

USER & SYSTEM DASHBOARD | APP USAGE ANALYSIS

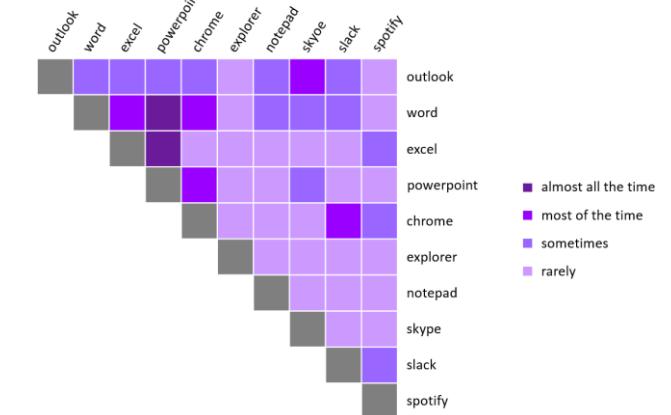
Which Open Apps You Actually Use

outlook
word
excel
powerpoint
chrome
explorer
notepad
skype
slack
spotify

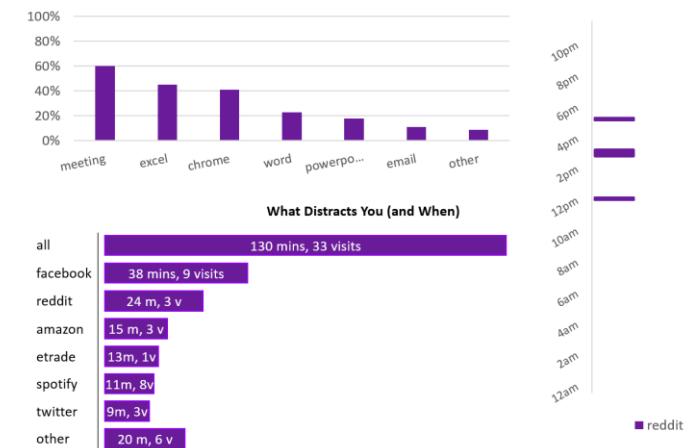


RELATED CHARTS

App Linkage Analysis



Distraction Analysis



DAY | WEEK | MONTH



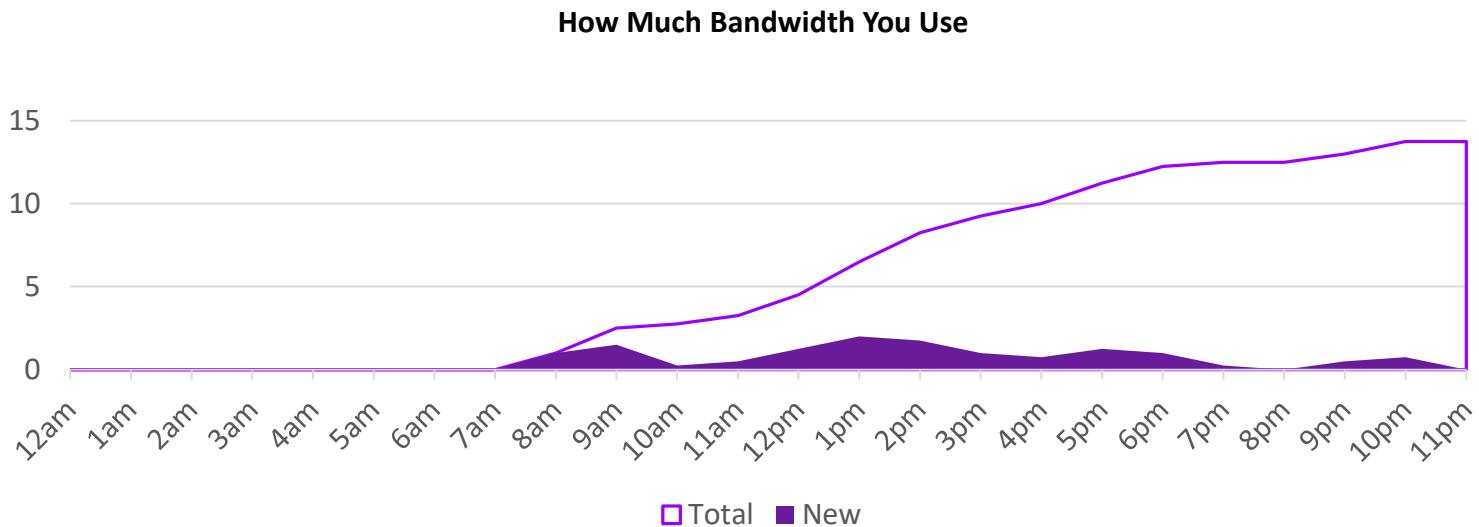
I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

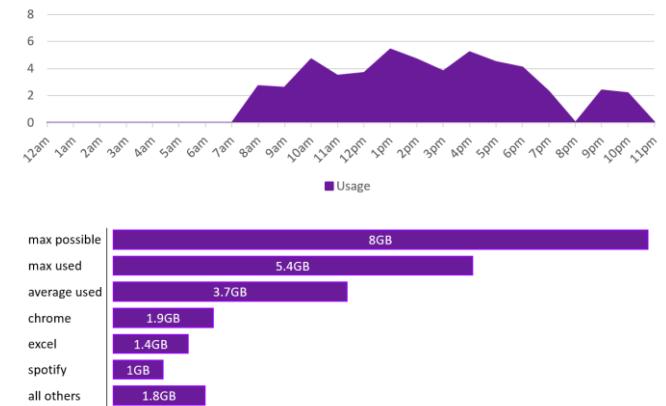
USER & SYSTEM DASHBOARD | BANDWIDTH ANALYSIS



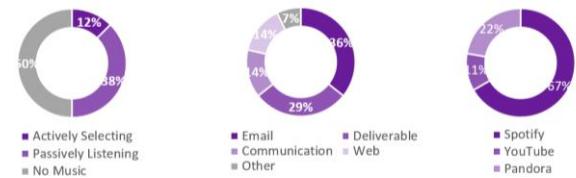
total	64 mins, 3 visits
spotify	49 mins, 2 visits
gmail	42 mins, 4 visits
youtube	33 mins, 2 visits
skype	27 mins, 1 visit
facebook	mins, 2
all others	20 m, 1 v

RELATED CHARTS

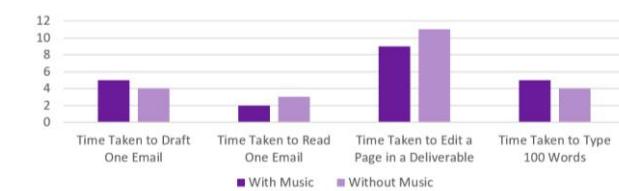
Memory Analysis



Music Activity Analysis



How Productive You Are While Listening to Music



DAY | WEEK | MONTH



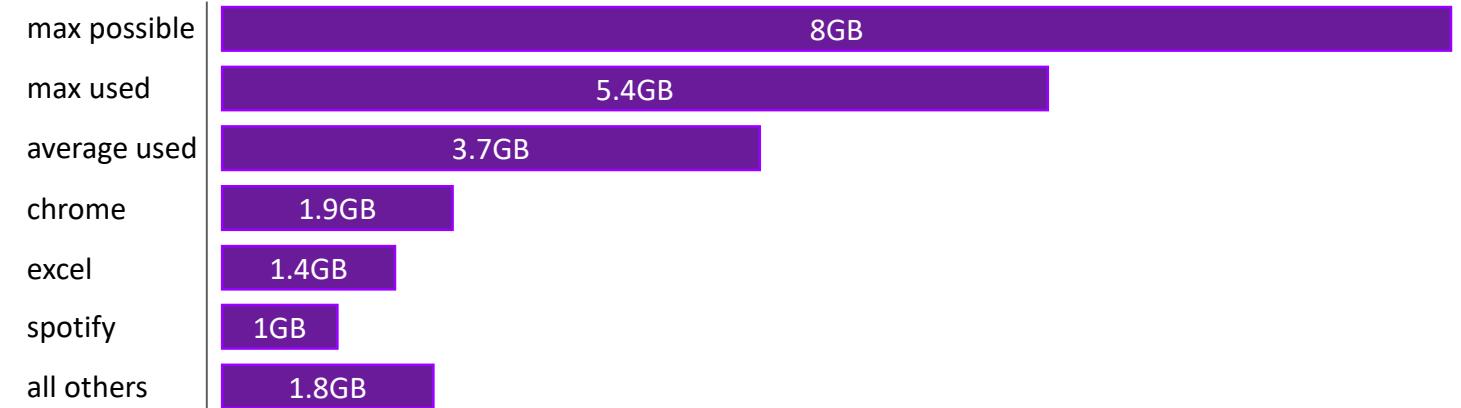
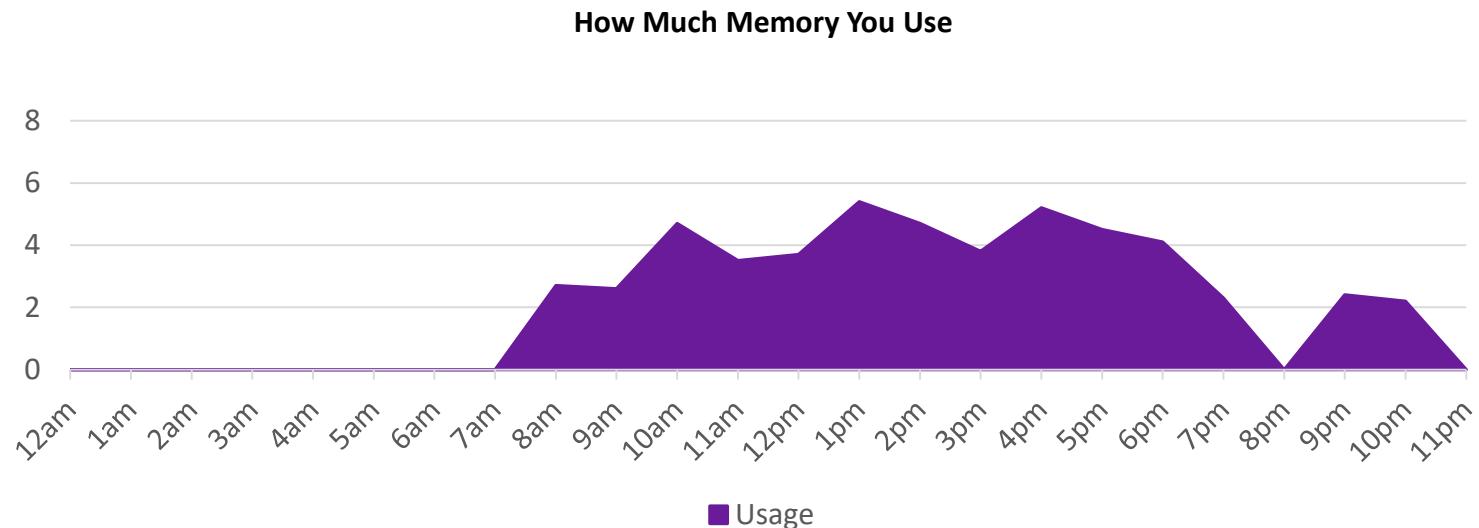
I'm Cortana. Ask me anything.



1:46 AM

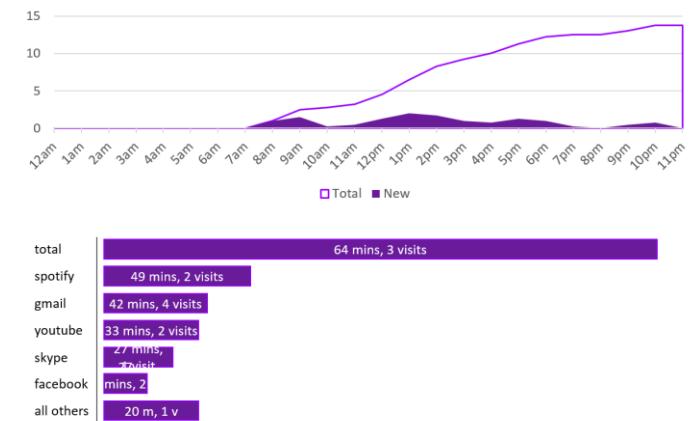
3/23/2016

USER & SYSTEM DASHBOARD | MEMORY ANALYSIS

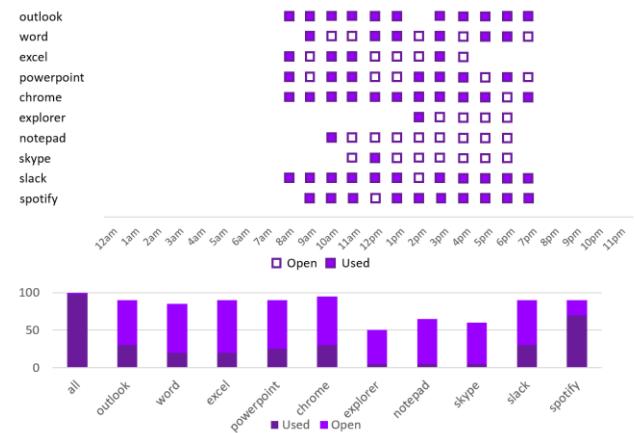


RELATED CHARTS

Bandwidth Analysis



App Usage Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



1:46 AM

3/23/2016

COMMUNICATION DASHBOARD

2.9

hours spent communicating

4

communication apps used

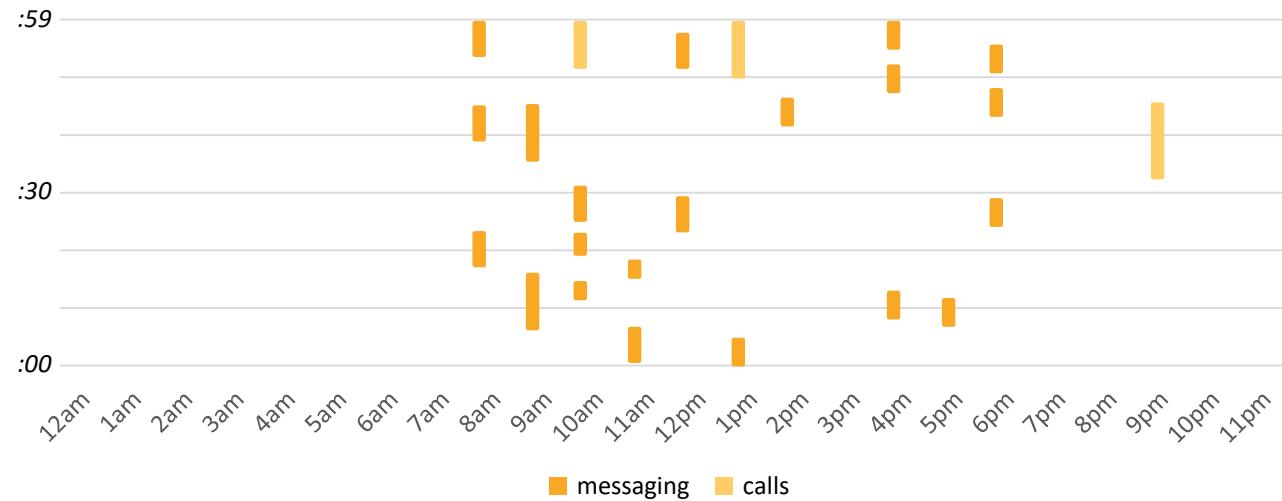
19

people spoken to

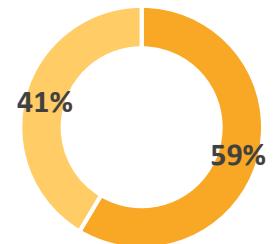
When You Spend Time on Communication

1.7 hours total spent in messaging
average .7 mins per messaging

1.2 hours total spent on calls
average 34 mins per call

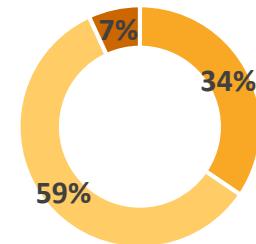


How You Communicate



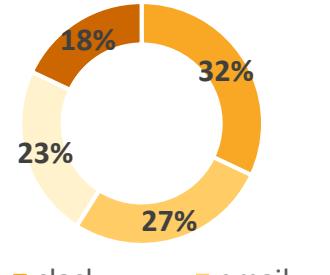
■ email ■ non-email

How You Communicate Outside of Email



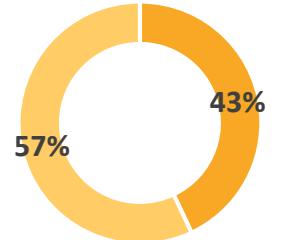
■ calls ■ messaging
■ video calls

What App You Use to Communicate



■ slack ■ gmail
■ skype ■ cisco

Who You Communicate With



■ single (1x1) ■ group (>2 ppl)

Who You Speak to Most Often thru Messaging

1. Sam Black (3)
2. Joe White (2)
3. Red Knox (1)

Who You Speak to Most Often on Calls

1. Sam Black (3)
2. Joe White (2)
3. Red Knox (1)

DAY | WEEK | MONTH



I'm Cortana. Ask me anything.



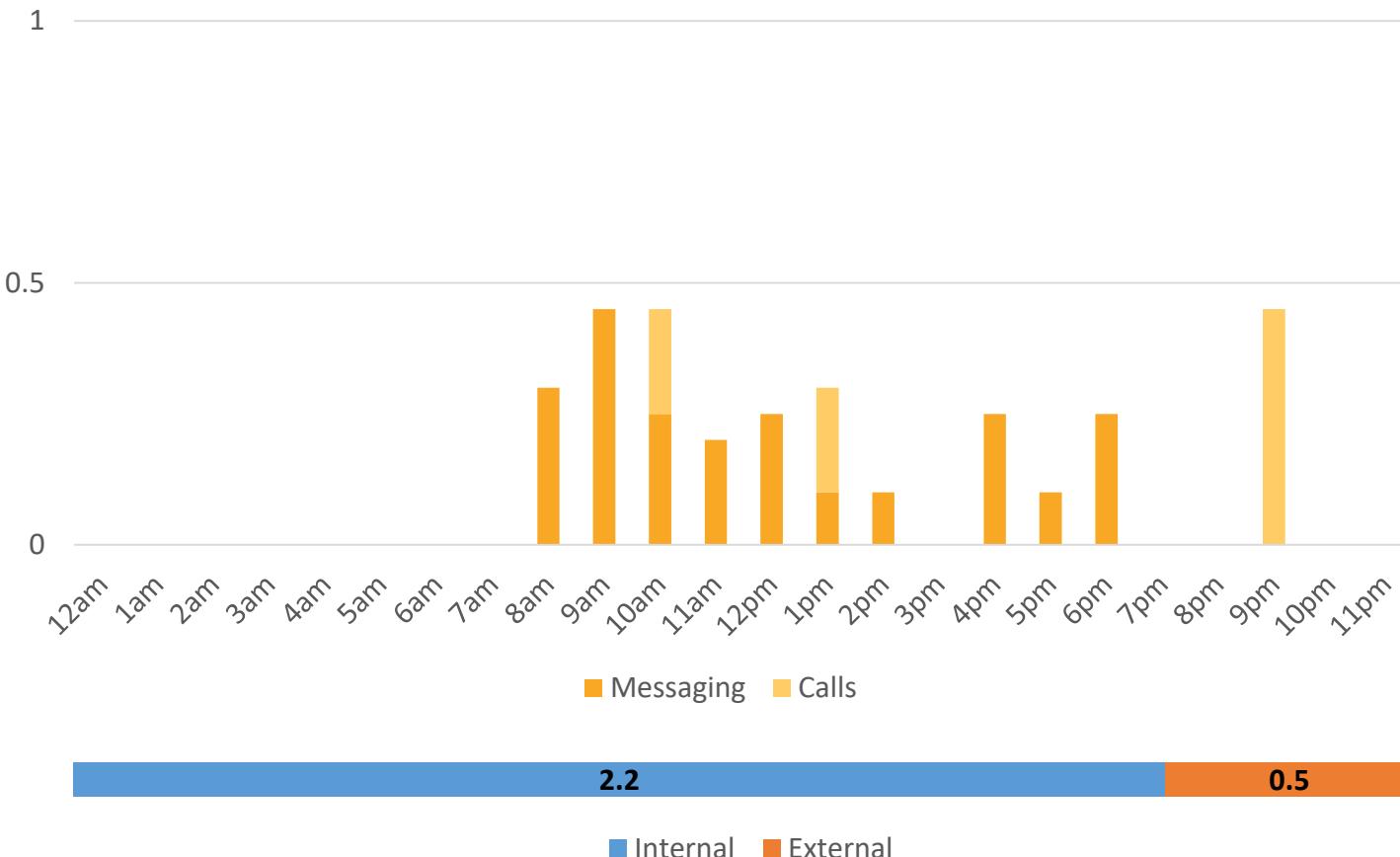
1:46 AM

3/23/2016

COMMUNICATION DASHBOARD | TIME ANALYSIS

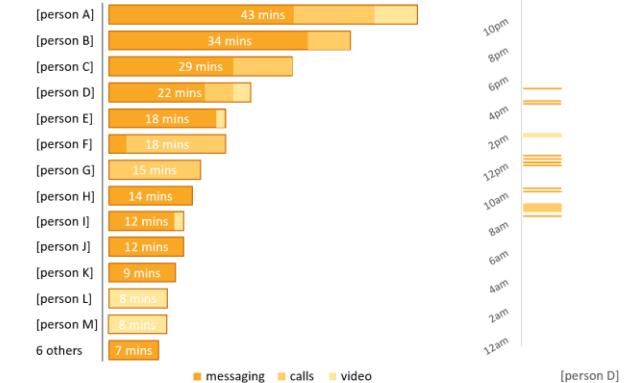
How Much Time You Spend on Communication

- Internal
 External

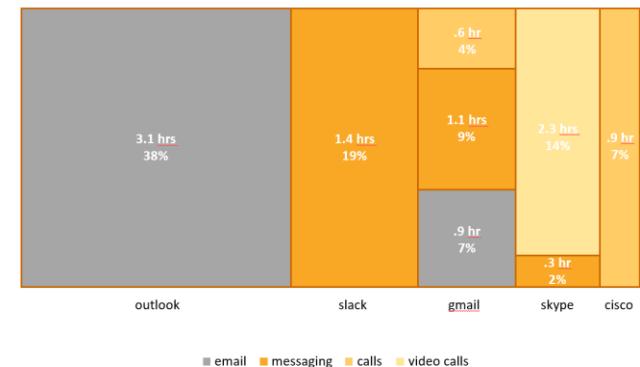


RELATED CHARTS

People Analysis



App-Activity Analysis



DAY | WEEK | MONTH

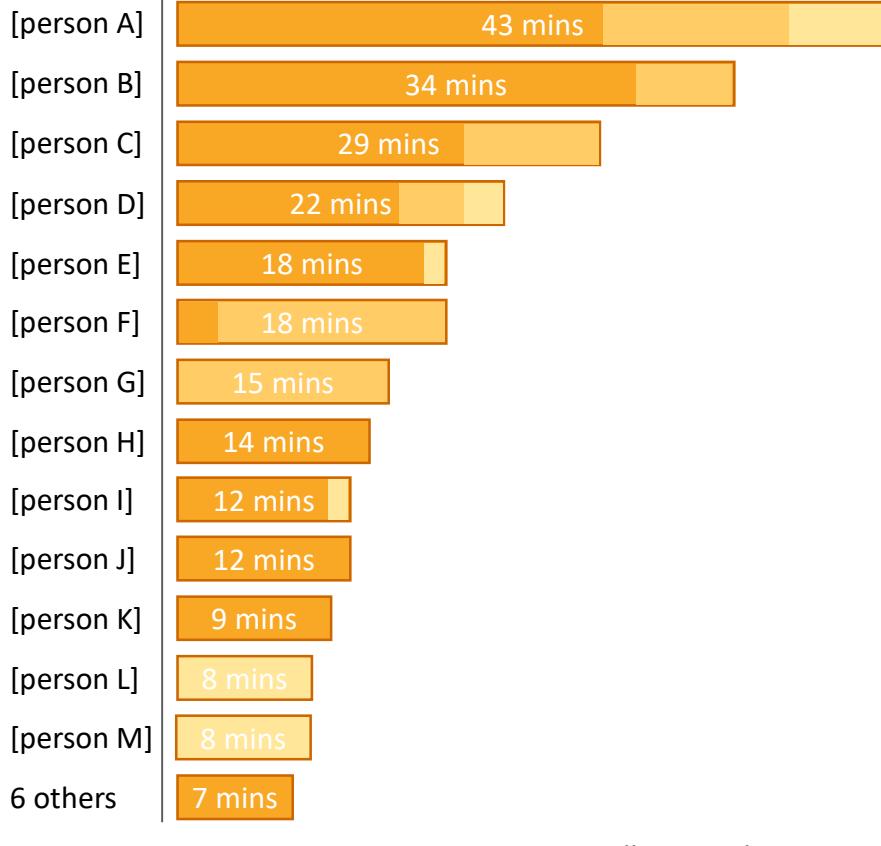


I'm Cortana. Ask me anything.

1:46 AM
3/23/2016

COMMUNICATION DASHBOARD | PEOPLE ANALYSIS

Who You Communicate With Most (and When)



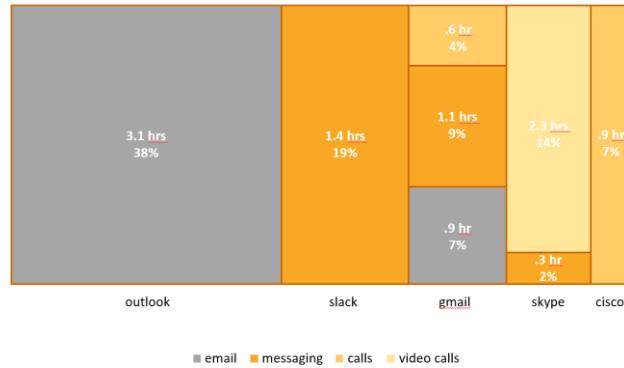
■ messaging ■ calls ■ video

- Internal
- External

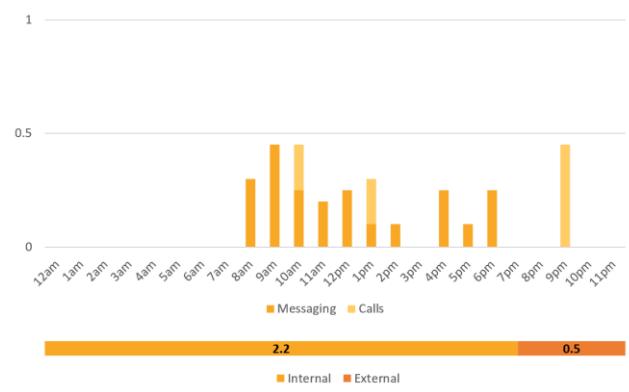
[person D]

RELATED CHARTS

App-Activity Analysis



Time Analysis



DAY | WEEK | MONTH



I'm Cortana. Ask me anything.

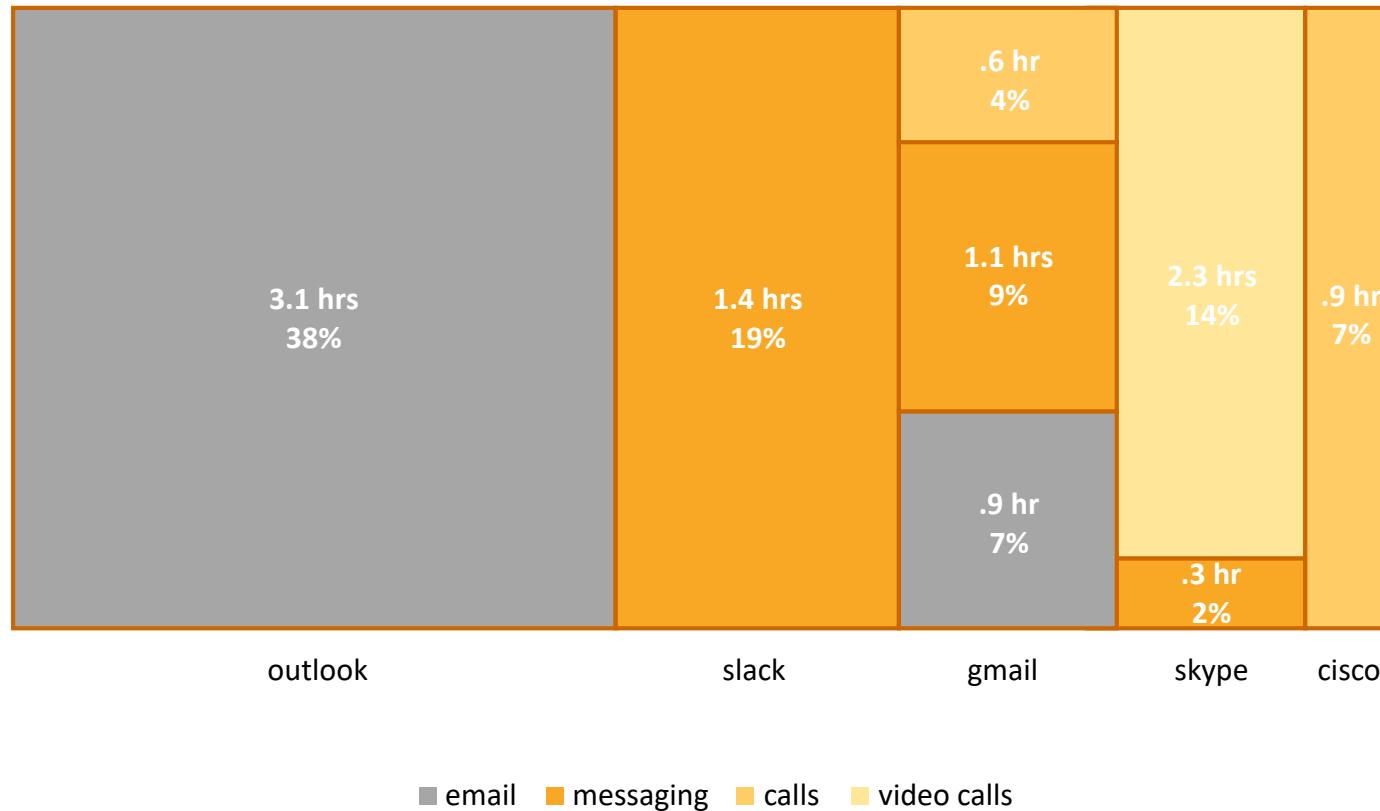


1:46 AM
3/23/2016

COMMUNICATION DASHBOARD | APP & ACTIVITY ANALYSIS

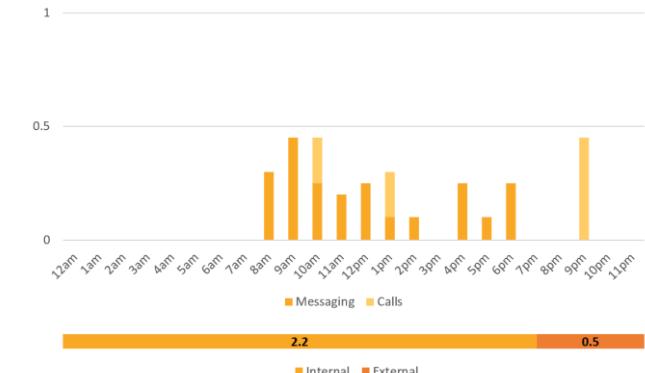
How You Communicate

-
- Internal
-
-
- External

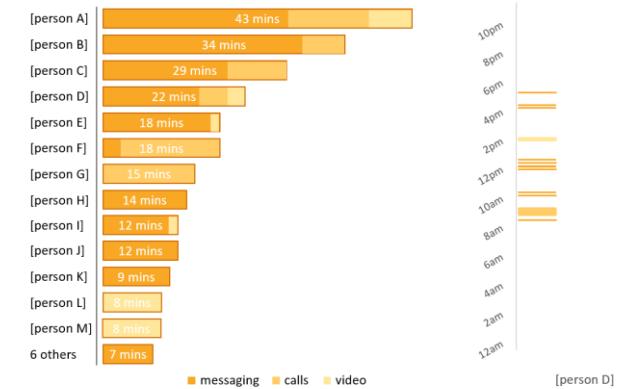


RELATED CHARTS

Time Analysis



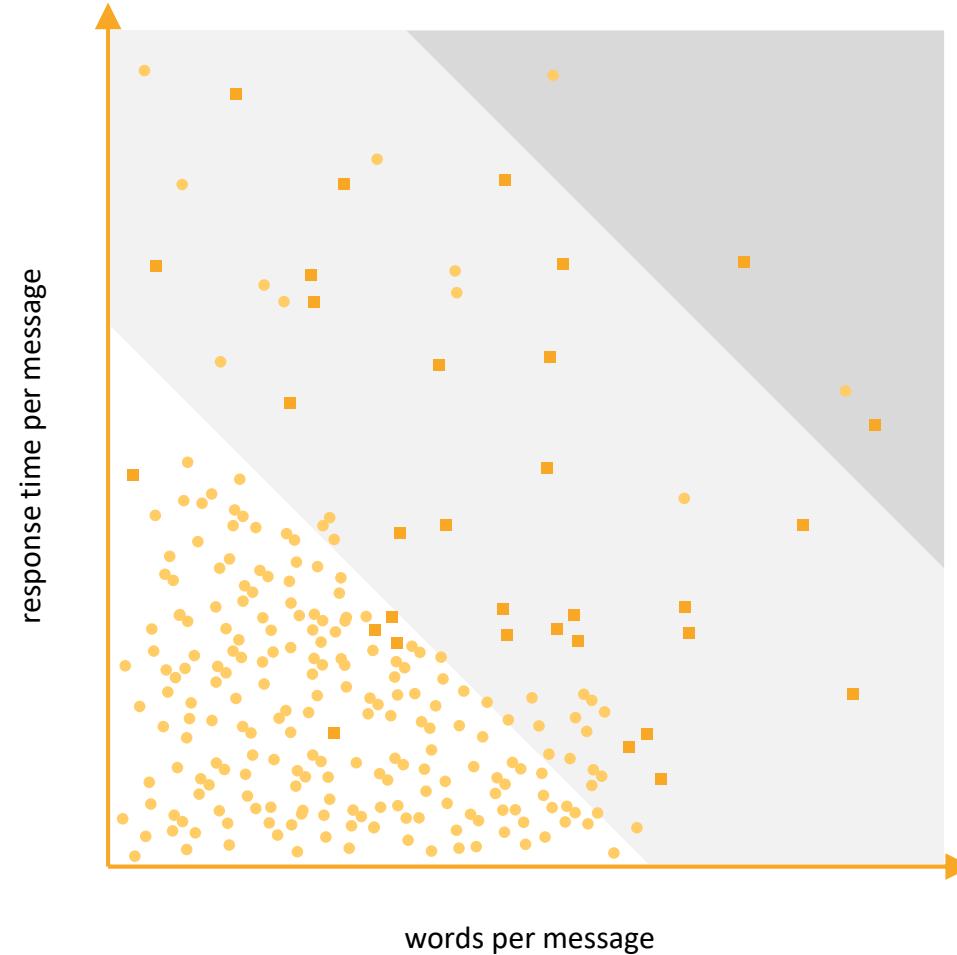
People Analysis



DAY | WEEK | MONTH

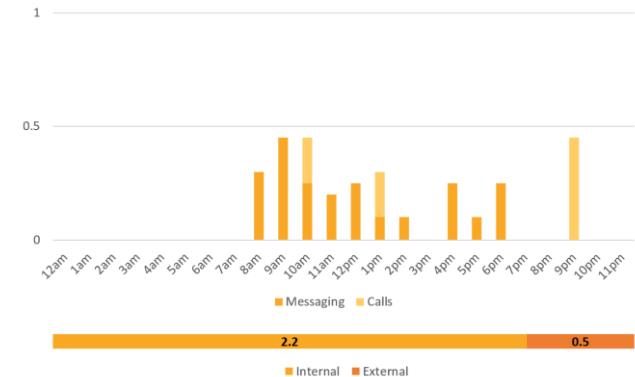
COMMUNICATION DASHBOARD | APP & ACTIVITY ANALYSIS

How You Communicate

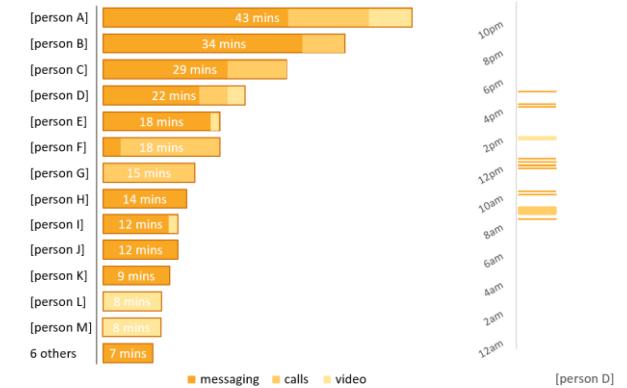


RELATED CHARTS

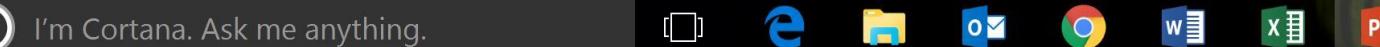
Time Analysis



People Analysis



DAY | WEEK | MONTH



DATA ARCHIVE

	start time ▾	end time ▾	activity ▾	name/subject ▾	application ▾	project ▾
★	10:55pm	11:17pm	deliverable	[file name]	excel	[project A]
8:00am - 8:30am [Meeting Name] [Project C]	11:17pm	11:59pm	sleep	n/a	n/a	n/a
----- may 4, 2016 -----						
	12:00am	7:43am	sleep	n/a	n/a	n/a
	7:43am	7:47am	email	[sender name]: [subject name]	outlook	unidentified
	7:47am	7:51am	email	[sender name]: [subject name]	outlook	[project B]
	7:51am	7:56am	email	[subject name] ([recipient name])	outlook	[project B]
	7:56am	8:01am	web	wsj	chrome	unidentified
	8:01am	8:09am	web	reddit	chrome	unidentified
	8:09am	8:28am	idle	n/a	n/a	n/a
	8:28am	8:33am	deliverable	[file name]	powerpoint	[project A]
	8:33am	8:48am	deliverable	[file name]	word	[project A]
	8:48am	8:53am	web	gmail	chrome	unidentified
	8:53am	8:53am	communication	tim grey	slack	unidentified
	8:53am	8:53am	web	gmail	chrome	unidentified
	8:53am	8:54am	communication	tim grey	slack	unidentified
	8:54am	8:58am	deliverable	[file name]	word	unidentified

filters

date

start time

end time

duration

activity

meeting

name/subject

application

project

location



I'm Cortana. Ask me anything.



DATA ARCHIVE

start time ▾	end time ▾	activity ▾	name/subject ▾	application ▾	project ▾
10:55pm	11:17pm	deliverable	[file name]	excel	[project A]
11:17pm	11:59pm	sleep	n/a	n/a	n/a
----- may 4, 2016 -----					
12:00am	7:43am	sleep	n/a	n/a	n/a
7:43am	7:47am	email	[sender name]: [subject name]	outlook	unidentified
7:47am	7:51am	email	[sender name]: [subject name]	outlook	[project B]
7:51am	7:56am	email	[subject name] ([recipient name])	outlook	[project B]
7:56am	8:00am	web	wsj	chrome	unidentified
★ 8:00am	8:30am	meeting	[meeting name]	n/a	unidentified
8:30am	8:33am	deliverable	[file name]	powerpoint	[project A]
8:33am	8:48am	deliverable	[file name]	word	[project A]
8:48am	8:53am	web	gmail	chrome	unidentified
8:53am	8:53am	communication	tim grey	slack	unidentified
8:53am	8:53am	web	gmail	chrome	unidentified
8:53am	8:54am	communication	tim grey	slack	unidentified
8:54am	8:58am	deliverable	[file name]	word	unidentified
8:58am	9:04am	idle	n/a	n/a	n/a

filters

date

start time

end time

duration

activity

meeting

name/subject

application

project

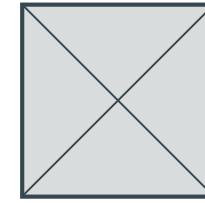
location



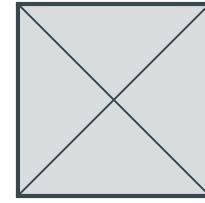


DATA ARCHIVE

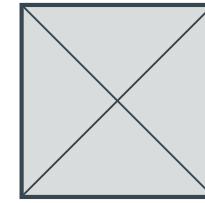
	start time ▾	end time ▾	activity ▾	name/subject ▾	application ▾	project ▾	filters
----- may 4, 2016 -----							
★	7:56am	8:01am	web	wsj	chrome	unidentified	<input type="button" value="may 4, 2016"/>
	8:01am	8:09am	web	reddit	chrome	unidentified	<input type="button" value="start time"/>
	8:48am	8:53am	web	gmail	chrome	unidentified	<input type="button" value="end time"/>
	8:53am	8:53am	web	gmail	chrome	unidentified	<input type="button" value="duration"/>
	9:24am	9:29am	web	harvard business review: manag...	explorer	unidentified	<input type="button" value="web"/>
	9:45am	9:46am	web	weather channel	chrome	unidentified	<input type="button" value="meeting"/>
	9:52am	9:59am	web	lexusnexus	chrome	[project B]	<input type="button" value="name/subject"/>
	10:34am	10:37am	web	gmail	chrome	unidentified	<input type="button" value="application"/>
	10:59am	11:04am	web	facebook	chrome	unidentified	<input type="button" value="project"/>
	11:12am	11:13am	web	buzzfeed	chrome	unidentified	<input type="button" value="location"/>
	11:13am	11:15am	web	gmail	chrome	unidentified	
	11:15am	11:15am	web	facebook	chrome	unidentified	
	11:48am	11:52am	web	linkedin	chrome	[project A]	
	1:21pm	1:25pm	web	lexusnexus	chrome	[project B]	
	1:25pm	1:26pm	web	gmail	chrome	unidentified	
	2:04pm	2:13pm	web	bloomberg	chrome	[project C]	

SETTINGS

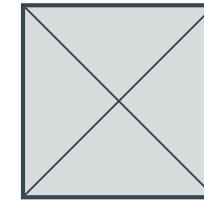
User



People



Work



Other