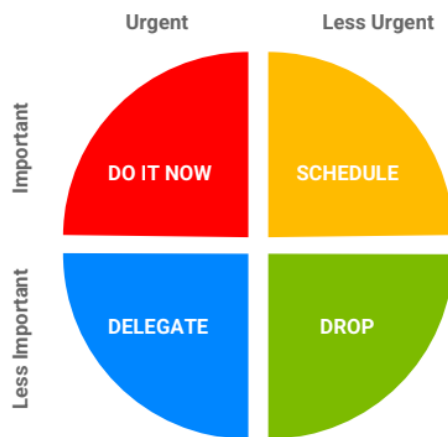


Soft Skill Assessment

Time Management

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Class : ML-48



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

Answer : DO IT NOW

For this task, Sofia need to do it now because it is her Duty and Responsibility. It is important, because by seeing the problem, the task is given to her regularly. It is her day-to-day job to maintenance and stand-by during her shift. She could get fired if she abandoned her job.

She clearly cannot delegate this problem because she's in charge, and knows the ins-and-outs of her task. She cannot schedule it again, because her shift is already been scheduled out, and by re-scheduling, it will mess up the company's workflow.

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

Answer : SCHEDULE

Since birthday only comes once a year, and especially Sofia's own mother. She should respect her mother date of birth. Therefore, this task

is important. But, her mom's birthday is still next week, therefore it's not urgent. Hence, this task should be scheduled for later.

Why Sofia's also can't do it now? For the current situation, Sofia is still have other important task to do, such as the point number 3, which is working on the infrastructure for data migration.

She also cannot delegate the task to other people, because Birthday Presents are personal. For the present to be meaningful, it should be given with heart and sincerity from the giver itself.

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.

Answer : DO IT NOW

Preparing an infrastructure for data migration to the cloud is not an easy task. There are some preparations and variables to consider during the preparation. This may include choosing how to back up the old system, choosing the right migration tools, using the right testing tools, preparing the test case and environment correctly. Preparing an infrastructure needs a lot of work, and Sofia also need to take into account the time of Evaluation phase.

3 Days is a very thight deadline. In completion of an IT task, there are generally 3 phases : Development, Evaluation, and Deployment.

Say that Sofia's working on this task, and has done the infrastructure for a day. The next day, comes an evaluation from the cloud manager, to reconstruct the infrastructure, because it is not as the manager expected it to be. This evaluation may come in the morning, afternoon, or evening. And since Sofia will be busy handling the maintance and stand-by on her shift, her time will be limited. Luckily, If Sofia had done the project now, she have 2 more days. So, today she can work on it again, and submit the infrastructure again. By the time third day comes, she can expect small changes, because it has been evaluated once.

If, she scheduled it for tomorrow. There will be not enough time to do evaluation for the infrastructure.

4. Attend her primary school virtual reunion tonight.

Answer : SCHEDULE

Sofia can schedule her time attending the virtual reunion since the reunion will be conducted at night, so it will be less urgent but still important. It is important because by meeting her primary school friends, she could feel relieve by having conversation and having fun with her old friend. It will also strenghten the bond between hers and her friends.

BUT IF she had not finished and submitted her infrastructure to the cloud manager then she should drop her plan to the virtual platform. There could be a situation that may cause Sofia to bring her work to her home at night after work. Of course, she couldn't abadoned this particular work, because as stated earlier, she should consider the Evaluation state of her infrastructure. If she submit her infrastructure at night, there might be a chance the manager will review/evaluate her work at that night, or the morning after. But if not, the evaluation process might be late. Nevertheless, if she attend to the virtual reunion, and delayed her infrastructure work. It would make the situation worse. Even if she did want to do a multitasking between attending virtual reunion whilst working on infrastructure, that will only slowing her progress down on the infrastructure. Because, multitasking is not recommended.

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

Answer : SCHEDULE

Since her mother's birthday party comes next weekend, it is not urgent. But, it is still important that Sofia's herself prepare and buy the ingredients, as that would make her feast more sincere and meaningful. Therefore, She should schedule this task and do it on this weekend, or any day where Sofia is free to do it.

6. Prepare progress reports for the meeting this evening.

Answer : DO IT NOW

From what I know, progress reports is a document that shows the progress that our team is making, towards completing a project.

Since the meeting is on this evening. This task can be considered as an urgent, and important task.

But this may depend on how big is the Sofia's team is. If She is working on a project alone, and there's no one else with her. She's the only one that understand her own progress. Therefore, she must prepare progress reports on her own.

If there are two to three people working on the project Sofia's working on. She could delegate it, ONLY IF, the person she believe to charge on preparing the progress is trustworthy and not busy. Trustworthy here means that person is stayed up to date with all the current progress.

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

Answer : DROP

Unfortunately, Sofia needs to drop he plan to watch her favorite TV series. There are more important task to do, such as number 1, 3 and 6. And there are other fun activities that she had scheduled such as to buy her mother a present, and to prepare the feast.

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

Answer : SCHEDULE

Since Sofia is only feeling a mild pain, and still not excruciating pain. She may want to schedule out her visit to the doctor. Since mild pain generally still bearable, therefore it is not urgent. But this task is still important, because if she drop this, and let her pain be. It can turn into some serious problems. She should take care of her body. She can book an appoinment for later.