Problem Solving (A3) Report: <u>Organize Me!</u>

Date: January 28, 2022
Name: Fabiola E. Robles Vega

1. Identify a Problem — PLAN

Organization is a key element in any success, but sometimes we do not have the time or mindset to organize our daily life. Because of this, achieving a goal is sometimes harder than what it should be, and we might miss important tasks in our life. Also, we get overwhelmed and do not find time to have a balance life. It is an issue that during this pandemic and the work from home era, people has notice and been affected to a bad mental health.

Analysis of the Problem with the 4Ws

|	
Who?	This is need for any person or professional who wants to take control of their time and live a more balanced and productive lifestyle.
What?	Organize a task in your week by order of importance and due dates and maintain time to enjoy yourself and rest well.
When?	Anytime a person gets a new task just fill the details and it would be scheduled in a right spot in your calendar. Also, the person can look at the calendar anytime to know what he/she should be doing.
Where?	A calendar app.

2. Set the Target — PLAN

Make a platform where people can input their tasks/events/test/etc. and have the option to set it to a day or let the app find the best spot to complete it on time.

3. Analyze the Causes — PLAN

Possible causes
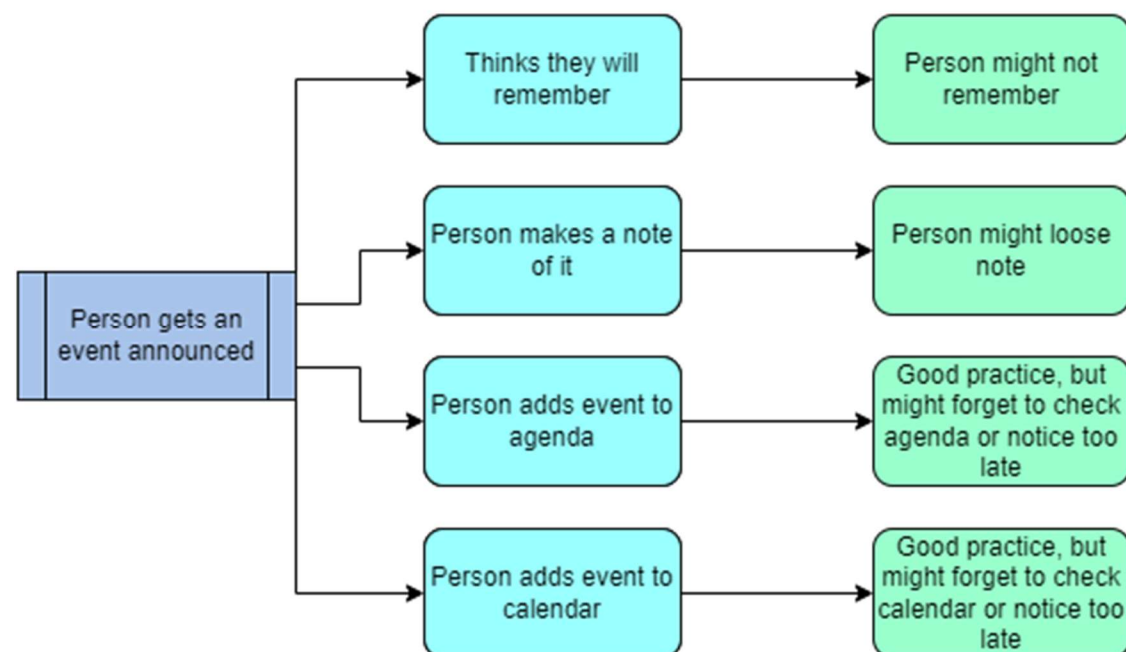
4. Propose & Implement Countermeasures — PLAN/DO

Proposal: Make a calendar sort-of-app where you can input events and if you need to work for a deadline, the program will make your work schedule in order to achieve it on time with no overwhelming or burn out.

Cause	Countermeasure	Who?
Just remembering due date of job but not manage time to complete it	Create an app that will schedule time slot to work on your project to achieve it on time. Let's you decide how much time you want to dedicate to it, when you want to finish it and so on.	User
Forgets about an event	The app will notify you in order to not forget about it.	User

5. Check/Evaluate — CHECK

Questions to address:
- Could the user achieve the task on time and did not feel overwhelmed about completing them?
- Did the app help the user have a more balanced life with time to enjoy?
- Where the notifications effective to not forget about events?

6. Act and/or Standardize — ACT

Questions to address:
- How can we ensure the process of searching continues to be fast and effective?
- What can we add to the platform to improve experience?