Long Term Planning and Team Work

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BII-SDAD

July 18, 2023

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Endurance Exercise

- For the county you have selected, use the tool developed together and reverse-geocode so that at least there is one address per block
- Due July 17

Goals

- More familiarity with time management [1]

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[1]Inspired by Sonali Majumdar during UVA PhD+

Theory of Time Management

TIME MANAGEMENT MATRIX

	URGENT	NOT URGENT
IMPORTANT	**I** ACTIVITIES: Crises Pressing problems Deadline-driven projects	**II** ACTIVITIES: Prevention, PC activities Relationship building Recognizing new opportunities Planning, recreation
NOT IMPORTANT	**III** ACTIVITIES: Interruptions, some calls Some mail, some reports Some meetings Proximate, pressing matters Popular activities	**IV** ACTIVITIES: Trivia, busywork Some mail Some phone calls Time wasters Pleasant activities

Figure: Time Management Matrix, *The 7 Habits of highly effective people*, Stephen Covey [1]

Smart Goals Exercise

- **S**pecific

Smart Goals Exercise

- **S**pecific
- **M**easurable

Smart Goals Exercise

- **S**pecific
- **M**easurable
- **A**chievable

Smart Goals Exercise

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant

Smart Goals Exercise

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-Bound

Goal of all this?

- Leadership
- Teamwork
- Long-term planning
- Querying websites for large amounts of data

Operating Conditions

Expected deliverables:

1. Rubric for a good tool for me to evaluate your work that contains
   1. A section for why the code is well-written
   2. A section justifying the expected inputs and outputs
   3. A section documenting the performance and limitations of each tool

2. Two Python tools:
   - One that geocodes a data frame with an empty address column
   - One that reverse-geocodes a data frame, given a longitude and latitude column

3. A note per person on what you worked on to complete this project

4. A pdf document, written in LaTex, containing all of the above

5. Mid Checkin: **July 24**, Due Date **July 28**

References I

[1] Stephen R Covey. *The 7 habits of highly effective people.* Simon & Schuster, 2020.