

Name : Yasin Alfi Yahya / c2335f2883

In our lives, we will not be separated from an activity. From morning to night, from waking up to going back to sleep, humans always have some activities. Therefore, humans are required to be able to prioritize their activities in order to manage their time well. With good time management, someone can become more disciplined and timely, achieve good work goals and objectives, to increase efficiency productivity in work.

In helping to manage time, one should divide each activity or work into 4 quadrants. Quadrant first, if the work is important and also urgent, then do the work immediately. The second quadrant, if the job is important but less urgent then you can schedule the work. The third quadrant, if the work is less important but classified as urgent, then you can delegate the work. Lastly, if the job is less important and also less urgent, you can drop on the job.

In the case experienced by Sofia, because Sofia already feels overwhelmed due to such a busy schedule, then she should try to classify her work into the four quadrants. In my opinion, the work that Sofia must include in the first quadrant (Do It Now) is to prepare progress report for the meeting this meeting and visit the doctor as she feels mild pain on her back after long hours of work recently. That's because the meeting will take place later tonight so she must have prepared it well. In addition, health is also one of the factors that are no less important, so he should visit a doctor as soon as possible to ask about the pain he experienced.

The activities that I think are included in the second Quadrant (Schedule) are prepare an infrastructure for data migration to cloud which will help the developer team to update the company's app due in 3 days, browse and buy a birthday present for her mom, whose birthday is next week and Hold a daily maintenance and be on-standby for her shift. That's because, in my opinion, preparing an infrastructure, browse and buy a birthday present, and hold a daily maintenance are important things to do but less urgent.

The activity that I think is included in the third Quadrant (Delegate) is grocery shopping to buy ingredients to prepare a feast for her mother's birthday held next week. This is because if she want to shop for groceries for her mother's new birthday will take place next week, she can finish the closest relatives or even her brother. So, she can focus on doing something more urgent. Lastly, I think the fit to be included in the fourth Quadrant (Drop) is catch up with the last 3 episodes of her favorite TV series and attend her primary school virtual reunion tonight. This is because Sofia's elementary school reunion activities coincide with a more important thing, namely prepare progress report for the meeting. So it would be wise if Sofia prioritized the importance of attending the her progress report than having to follow the reunion.