

# Time Management and Productivity

Dr Varun Ojha  
Department of Computer Science



23:59



students spend their time (on average) each day

# Prioritisation: Trick #1

| <b>Task</b>           | <b>Urgent</b> | <b>Important</b> | <b>Score</b> |
|-----------------------|---------------|------------------|--------------|
| Coursework submission | <b>3</b>      | <b>3</b>         | <b>9</b>     |
| Implementing code     | <b>2</b>      | <b>3</b>         | <b>6</b>     |
| Facebook              | <b>1</b>      | <b>1</b>         | <b>1</b>     |
| Sports club           | <b>2</b>      | <b>3</b>         | <b>6</b>     |

# Prioritisation: Trick #2

|                      | <b>Urgent</b>                                         | <b>Not Urgent</b>                                   |
|----------------------|-------------------------------------------------------|-----------------------------------------------------|
| <b>Important</b>     | Coursework deadline<br>School emails<br>Fire-fighting | Reading literature<br>Implementing code<br>Research |
| <b>Not important</b> | Blackboard<br>Writing emails                          | Twitter<br>Facebook<br>Time waste                   |

# Prioritisation: Trick #2

|               | Urgent                                                | Not Urgent                                          |
|---------------|-------------------------------------------------------|-----------------------------------------------------|
| Important     | Coursework deadline<br>School emails<br>Fire-fighting | Reading literature<br>Implementing code<br>Research |
| Not important | Blackboard<br>Writing emails                          | Twitter<br>Facebook<br>Time waste                   |

# Procrastination

Doing important things



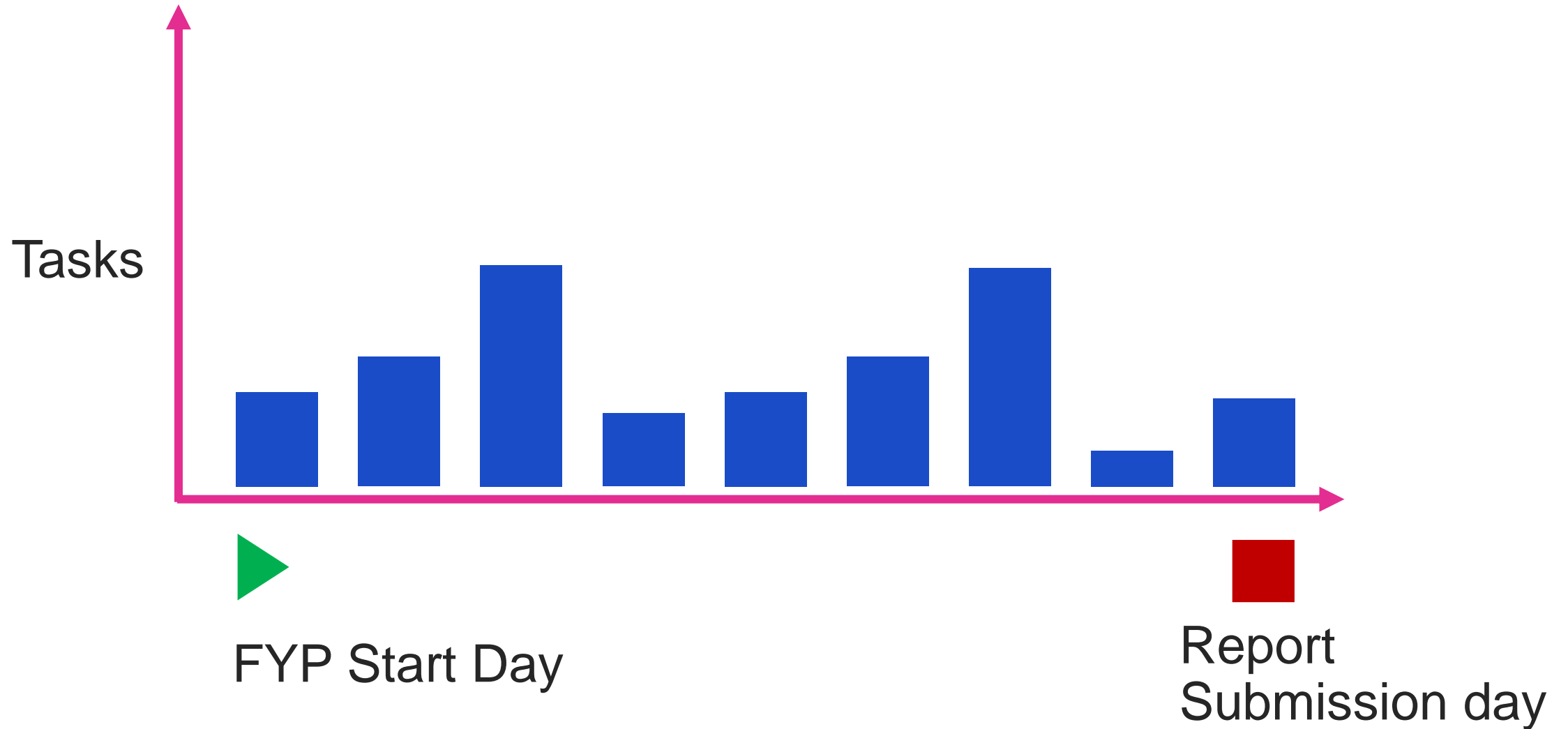
Vs.

Doing entertaining things



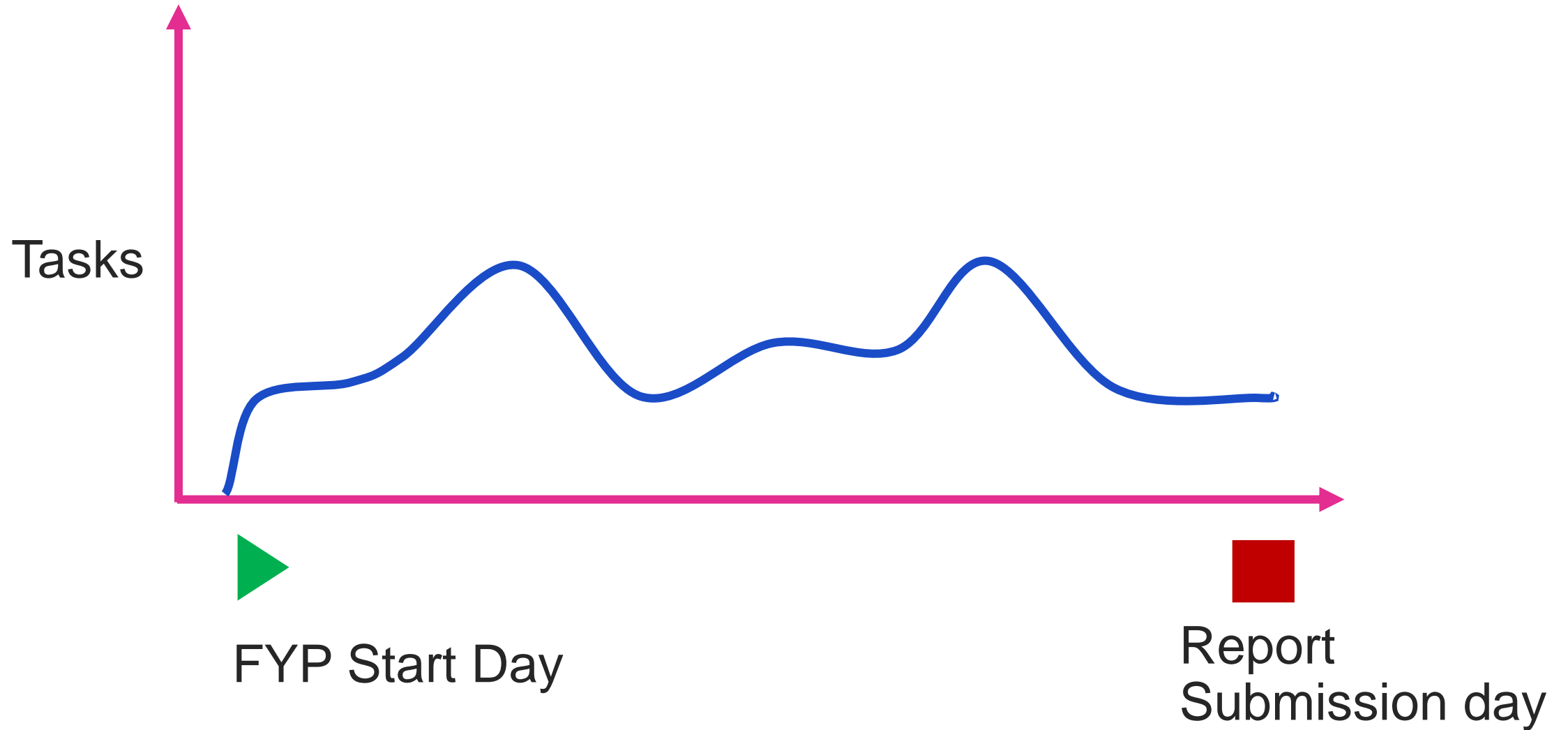
# Task Profile

Plan an even and fair distribution of tasks for entire period of FYP.

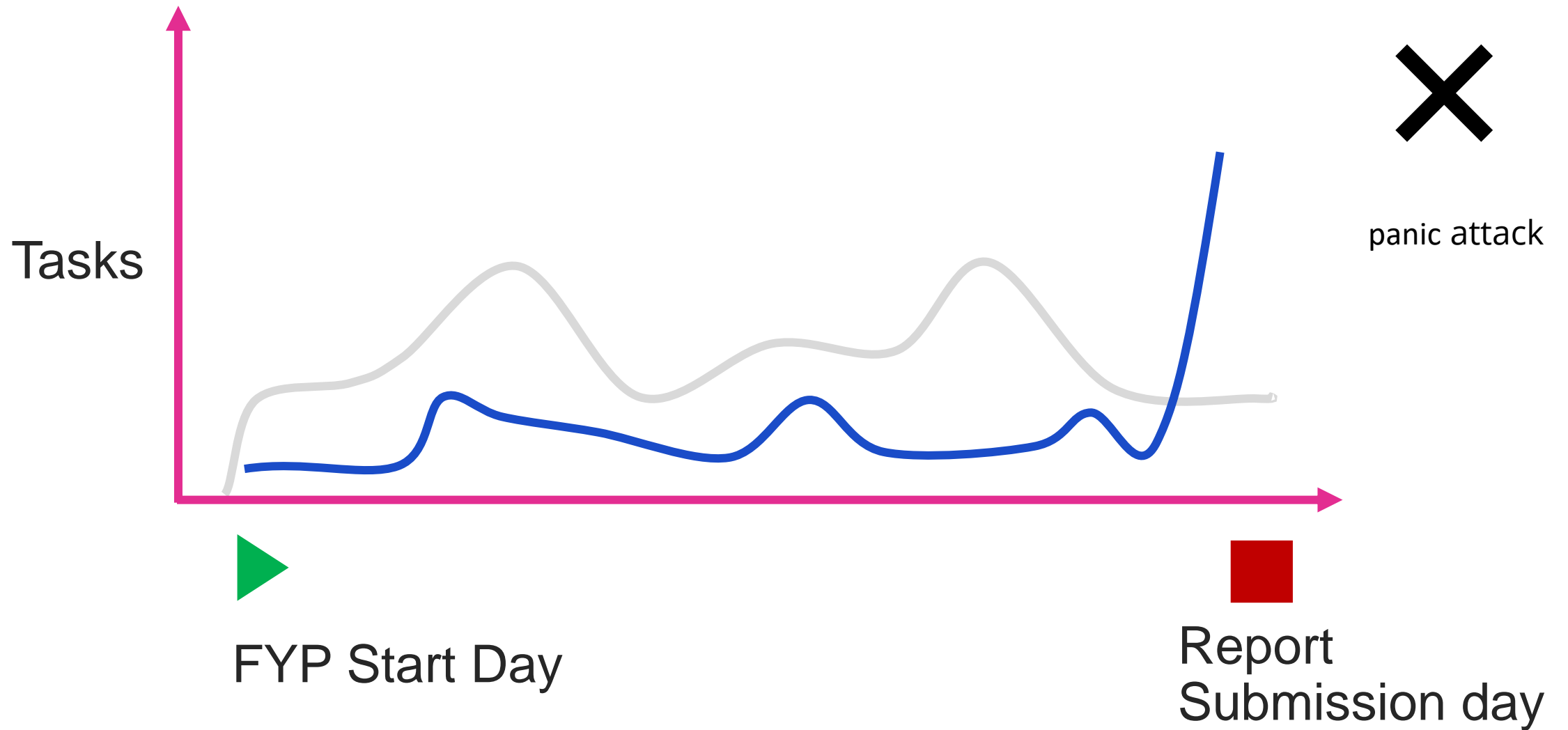




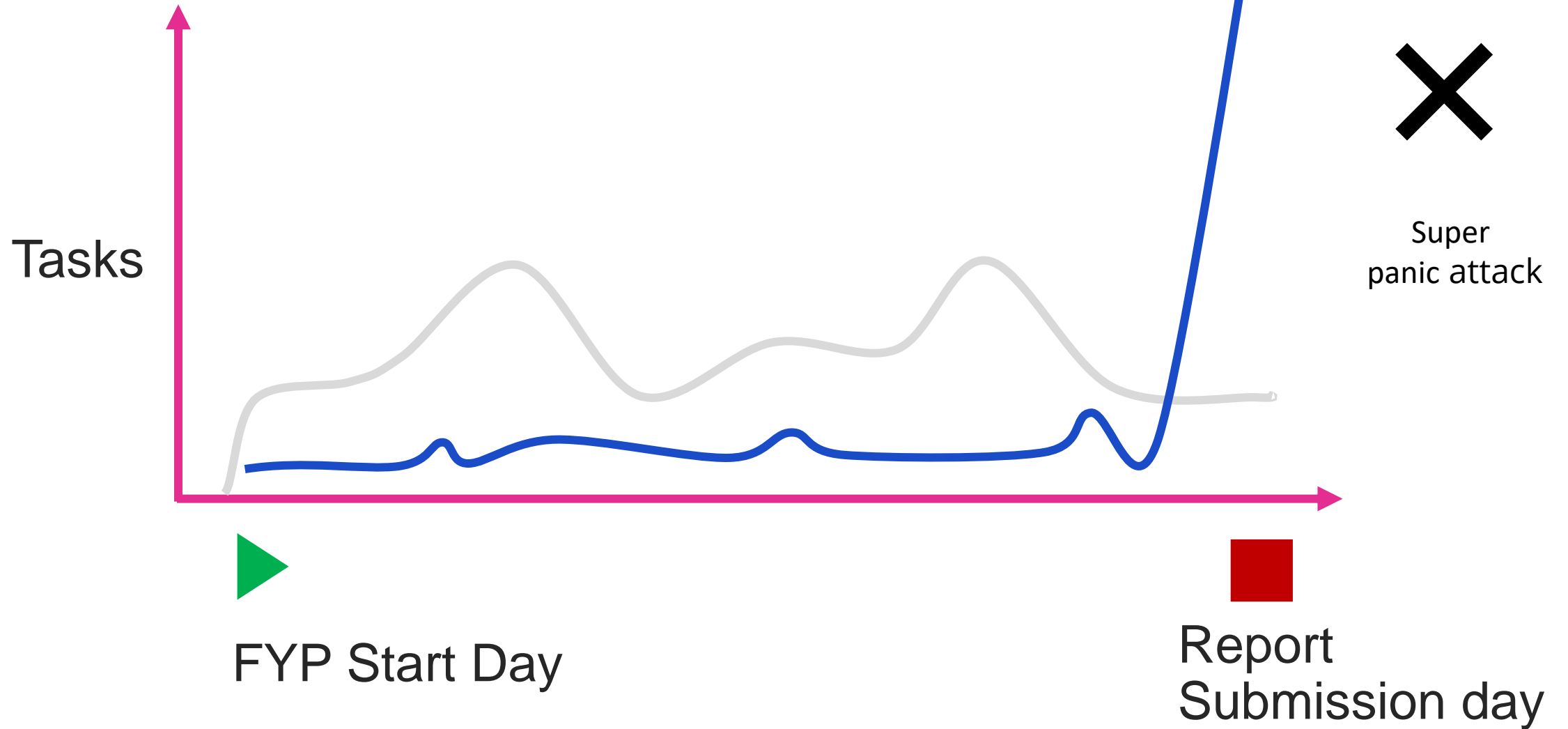
# Task Profile



# Task Profile



# Task Profile



# Do the Most Difficult Task First at the start of the Day



**EAT  
THAT  
FROG**

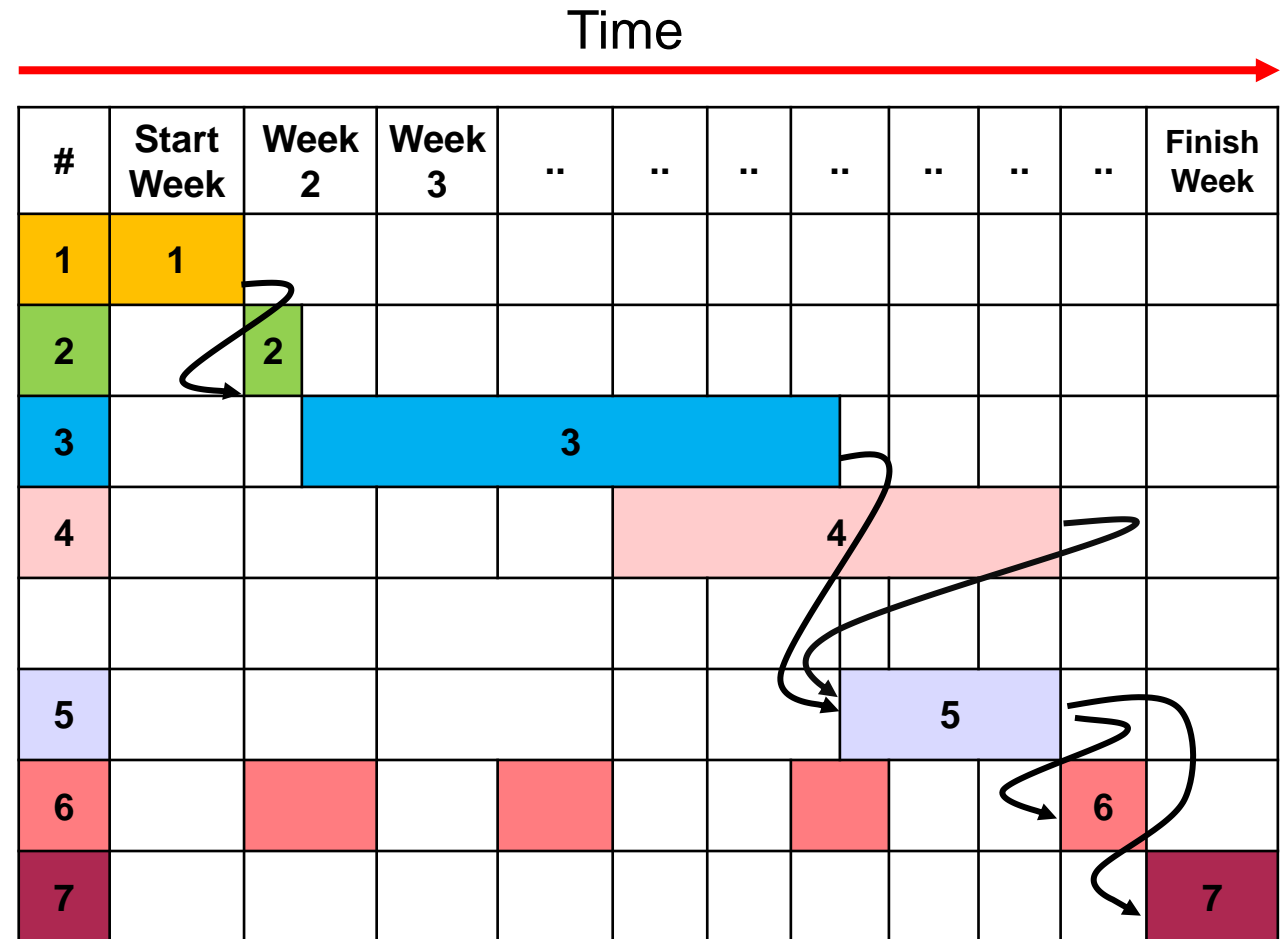
Pick **ONE** most important task and set aside a fixed time to do it!



E.g., Today  
**8pm – 9 pm**

# Project Schedule: Gantt Chart

| # | Task                                      | Dependency | Time |
|---|-------------------------------------------|------------|------|
| 1 | Lit. Rev                                  | --         | 2    |
| 2 | Problem def.                              | 1          | 1    |
| 3 | Research method design and implementation | 2          | 10   |
| 4 | Data collected                            | 3          | 10   |
| 5 | Result validated                          | 1,2        | 10   |
| 6 | Report writing                            | 4          | -    |
| 7 | Demo ready                                | 6          | 1    |



# Questions