

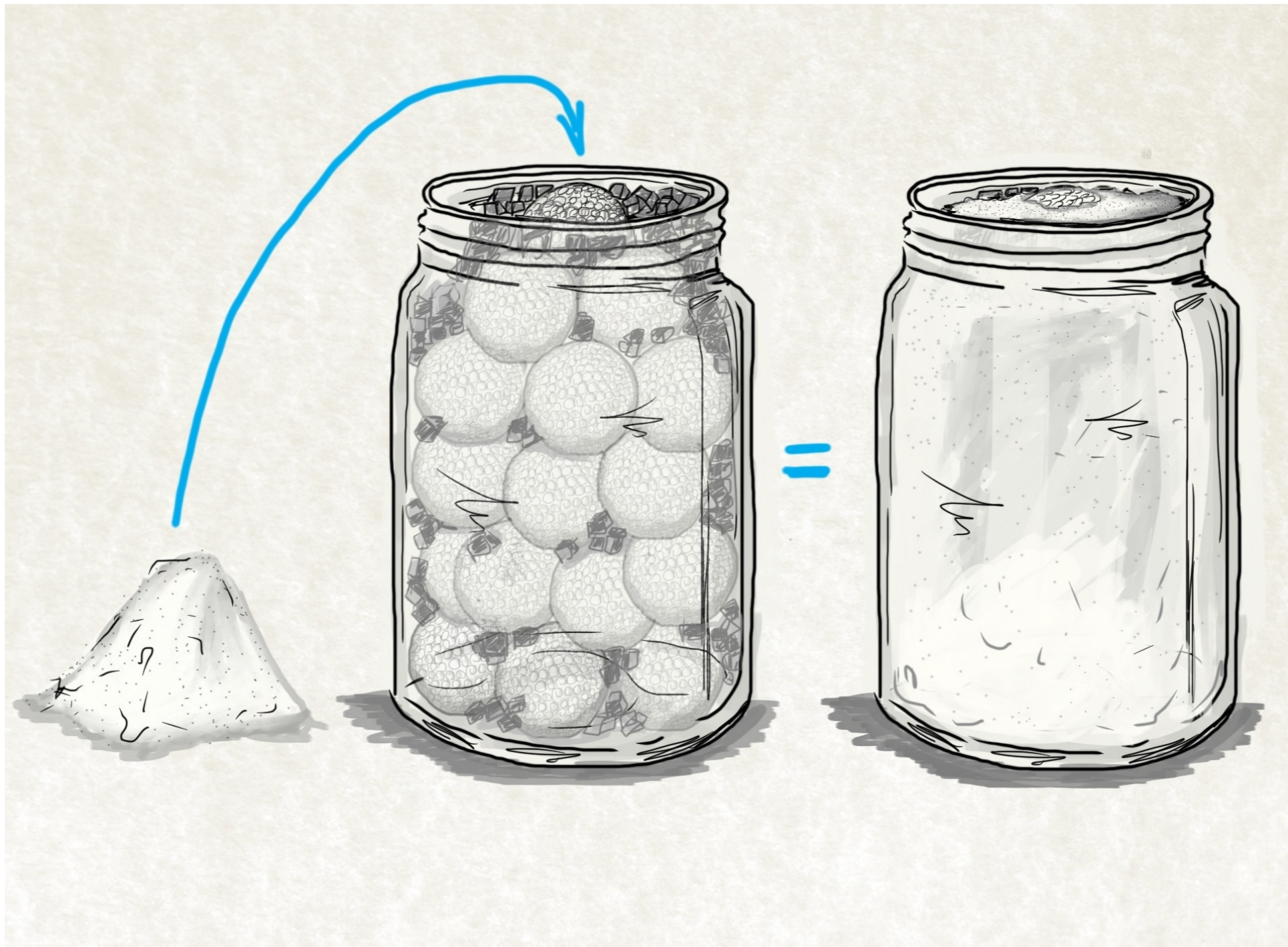
CATERINA

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# TIME/PROJECT MANAGEMENT TOOLS

PERSONAL EXPERIENCE FROM AN OVERLY KEEN GUINEA PIG

## WHAT I HAVE LEARNED NOT TO DO



Also, don't mix metaphorical stories



# WHAT I LIKE DOING



I can't start a project until I have a full idea of how it's going to go / what I expect from it  
This presentation is therefore heavily biased towards my way of doing things

# ANALYSING TIME DATA: WHAT I KNOW

- ▼  2017-09-19
  - 9-10: spent on task 1
  - 10-11: spent on task 2
  - 11-12: spent on task 3
  - 12-13: spent on task 4

<https://www.rescuetime.com>



<https://www.beeminder.com>



private daily list,  
at the end of the day

rather invasive

why would anyone ever do this

<https://www.rescuetime.com/security>

**Important note: I'm using the free version of everything  
(because time is money)**

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## A DAILY LIST OF THINGS DONE

- ◆ After you're done with a task / a break, log how long it took
- ◆ Honesty needed, but granularity control needed too (this may become distracting)
- ◆ After a week or so, review:
  - ◆ Did you complete the tasks you wanted?
  - ◆ How does this correlate with deadlines of various sorts?
  - ◆ Did some days feel more tiring than others?
  - ◆ Did some days feel more productive than others?

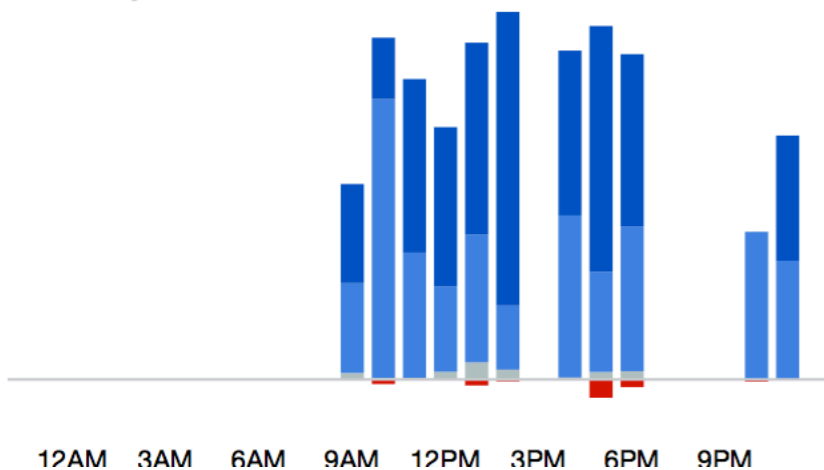
# RESCUETIME (NO, I'M NOT GOING TO COVER BEEMINDER)

Your *Daily* Dashboard

Tuesday, September 12

 **8h 58m** Logged this day  
4.0h more than the day before

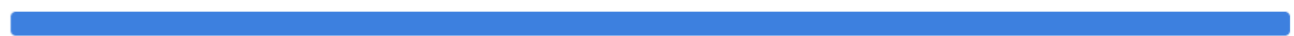
time by hour



productivity pulse



50% Communication & Scheduling



19% Reference & Learning



18% Software Development



4% Business



4% Design & Composition



based on window in focus (uncertainties due to not looking at the screen 100% of the time)

you decide what program belongs to what category

# PLANNING: WHAT I KNOW

Note there are theories about this

<https://en.todoist.com>



<http://www.asana.com>



<https://www.wunderlist.com>

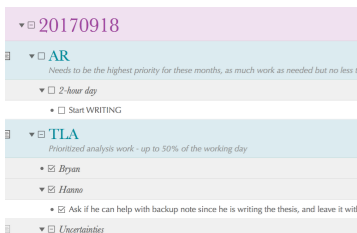


<https://app.weekplan.net/>

<https://www.atlassian.com/software/jira>



Jira Software



private TODO list

managed TODO list

TODO+calendar+roles list

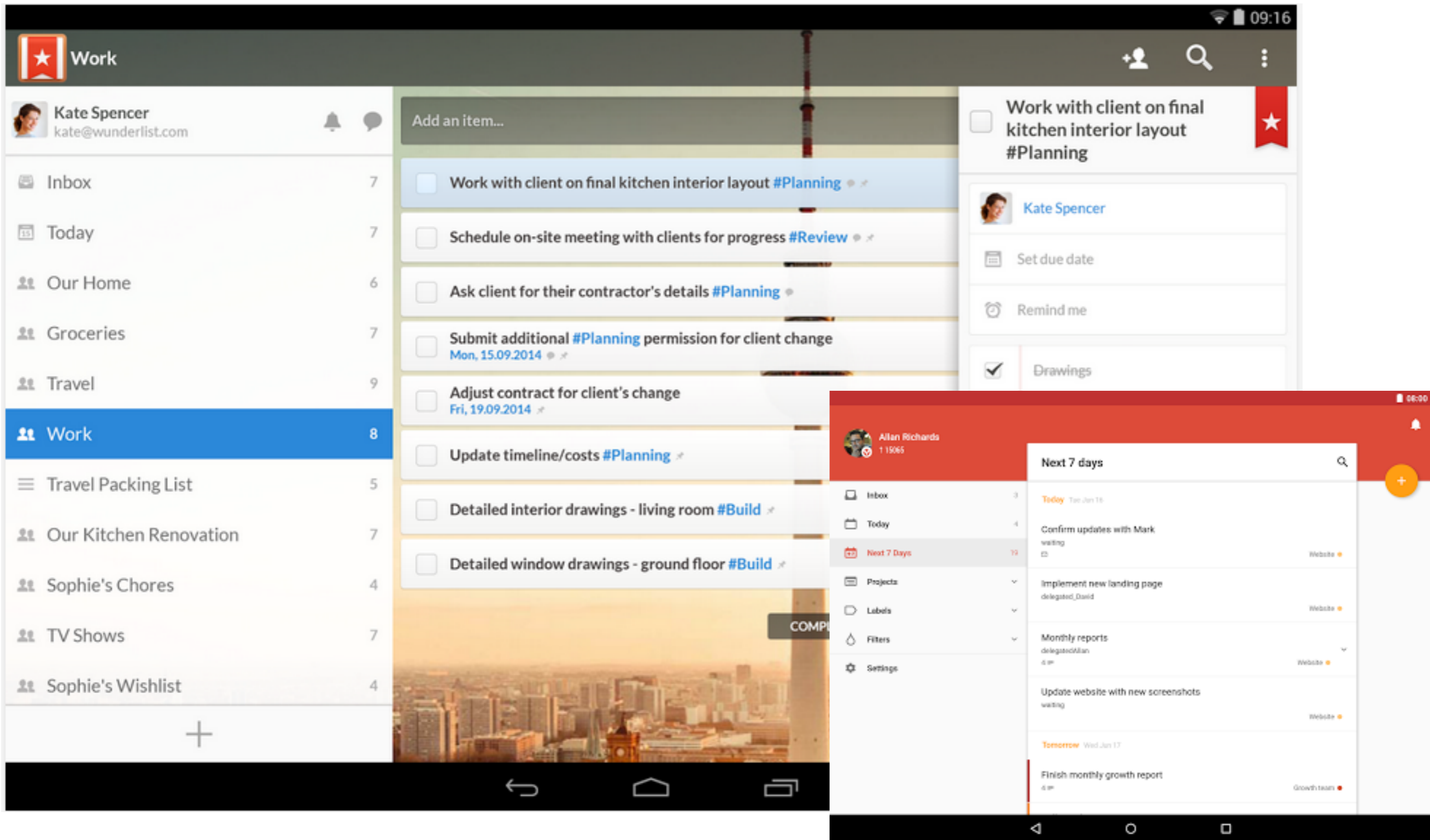
more advanced task managers

## A DAILY LIST OF THINGS TO DO

- ◆ Can be granular or less granular
  - ◆ Granular: I'm going to work on task X for 2 hours, then on task Y...
    - ◆ Advantage: no guilt if it doesn't get done, you decided in advance
    - ◆ Disadvantage: deadlines don't wait
  - ◆ Less granular: I'm going to do X
    - ◆ Advantage: better for big picture
    - ◆ Disadvantage: sometimes one needs to move on...
- ◆ Useful advice I got: first write down all you want/have to do, then choose what you're doing



# WUNDERLIST/TODOIST



# WEEK PLAN

The screenshot displays a 'WEEK PLAN' application interface for the week of September 18, 2017. The interface is organized into several horizontal sections:

- Calendar Header:** Shows the week starting on Monday, Sep 18, 2017, and includes navigation options like 'Try the new version: WEEKPLAN 2' and 'Unlock all features'.
- Calendar Grid:** A grid of days from Monday to Friday. The left sidebar shows tasks for Monday, 18 SEP:
  - Task: 'calibrationChecks save the physics\_Main before it's too late' (tagged 'calibrationChecks')
  - Meeting: '15:00 16:00 meet Clement for MC samples' (tagged 'meet')
  - Meeting: '9:00 10:00 sort out festering mess of fundings with Bozena' (tagged 'sort out')
  - Task: 'Send A. Peters paper to Westfield astrophysicist' (tagged 'Send')
  - Task: 'add seminar slides in x-devonthink-item://8C6EDE59-F434-4CD9-BB2F-20FA07EE9C36' (tagged 'add')
- Roles and goals:** A section below the calendar grid with columns for different roles:
  - PAPER WRITER:** Task 'AnnualReview summary' (tagged 'AnnualReview').
  - TLAER:** Tasks 'calibrationChecks make histograms out of shifted/enhanced samples and send to Hanno' (tagged 'calibrationChecks'), 'calibrationChecks save the physics\_Main before it's too late' (tagged 'calibrationChecks', dated 2017-09-18), and 'Documentation Edit backup note' (tagged 'Documentation').
  - LUND TEACHER:** Tasks 'teaching Book a meeting with Mamad for accelerator lectures' (tagged 'teaching') and '9:00 10:00 sort out festering mess of fundings with Bozena' (tagged 'sort out', dated 2017-09-18).
  - LUND SUPERVISOR:** Tasks 'Follow Eva with gFEX studies' (tagged 'Follow') and 'PileupTiming Follow Eric with timing studies' (tagged 'PileupTiming', dated 2017-09-18).
  - DMWG ORGANIZER:** Task 'Send A. Peters paper to Westfield astrophysicist' (tagged 'Send', dated 2017-09-18).
- Parking lot:** A section at the bottom with columns for 'BOOKS TO READ', 'OPPORTUNITIES', and 'COMING UP'.
  - BOOKS TO READ:** 'The Dervish House' and 'Dear Committee Members'.
  - OPPORTUNITIES:** 'WIMP proposal for Aspen or MIAPP' and 'Work with Linda on ID/LHC'.
  - COMING UP:** 'Paris seminar'.

Interesting points: roles, urgency/preference quadrant

# WEEK PLAN

	Urgent 20%	Not Urgent 80%
Important 80%	<p><b>"Crisis"</b></p> <ul style="list-style-type: none"> <li>-Pressing Problems</li> <li>-Firefighting</li> <li>-Re-working</li> <li>-Rush Deadlines</li> </ul> <p><b>TARGET TIME ALLOTMENT: 5%</b></p>	<p><b>"Productivity"</b></p> <ul style="list-style-type: none"> <li>-Preparation</li> <li>-Planning</li> <li>-Prevention</li> <li>-Relationship Building</li> <li>-Personal Development</li> </ul> <p><b>TARGET TIME ALLOTMENT: 75%</b></p>
Not Important 20%	<p><b>"Distraction"</b></p> <ul style="list-style-type: none"> <li>-Phone Calls</li> <li>-Emails</li> <li>-Meetings</li> <li>-Bosses Musings</li> <li>-Walk-ins</li> </ul> <p><b>TARGET TIME ALLOTMENT: 15%</b></p>	<p><b>"Waste"</b></p> <ul style="list-style-type: none"> <li>-Socializing/Trivia</li> <li>-Some Phone</li> <li>-Calls/Emails</li> <li>-TV/Entertainment</li> <li>-Wasting Time</li> </ul> <p><b>TARGET TIME ALLOTMENT: 5%</b></p>

You can make your own percentages. Suggestion: save time to think

# ASANA/INSTAGANTT

The screenshot displays the Asana web interface. On the left is a dark sidebar with the Asana logo, navigation options like 'My Tasks', 'Inbox', and 'Dashboard', and a list of projects including 'TLA'. The main content area shows a task list for the 'TLA' project. The tasks are organized into sections: 'Documentation', 'Trigger Menu and online', 'Software', 'Calibration', 'Jet Performance', and 'Systematic uncertainties'. Each task is a checked item with a due date and an assignee icon.

Section	Task	Due Date	Assignee
Documentation:	Backup note		
	CONF note	Jan 29, 2016	
Trigger Menu and online:	Reconstruction at Tier-0	Jan 18, 2016	AB
Software:			
Calibration:			
Jet Performance:	Stability against pile-up	Jan 29, 2016	
	Framework for trigger jet performance	Jan 29, 2016	
Systematic uncertainties:	MCJES non-closure	Jan 27, 2016	
	Validation with systematic samples		
	Flavour uncertainty		

Note: it tends not to work for analysis teams (past experience)

# ASANA/INSTAGANTT

asana  
Show Recents and more...  
Reports  
[User Avatars]

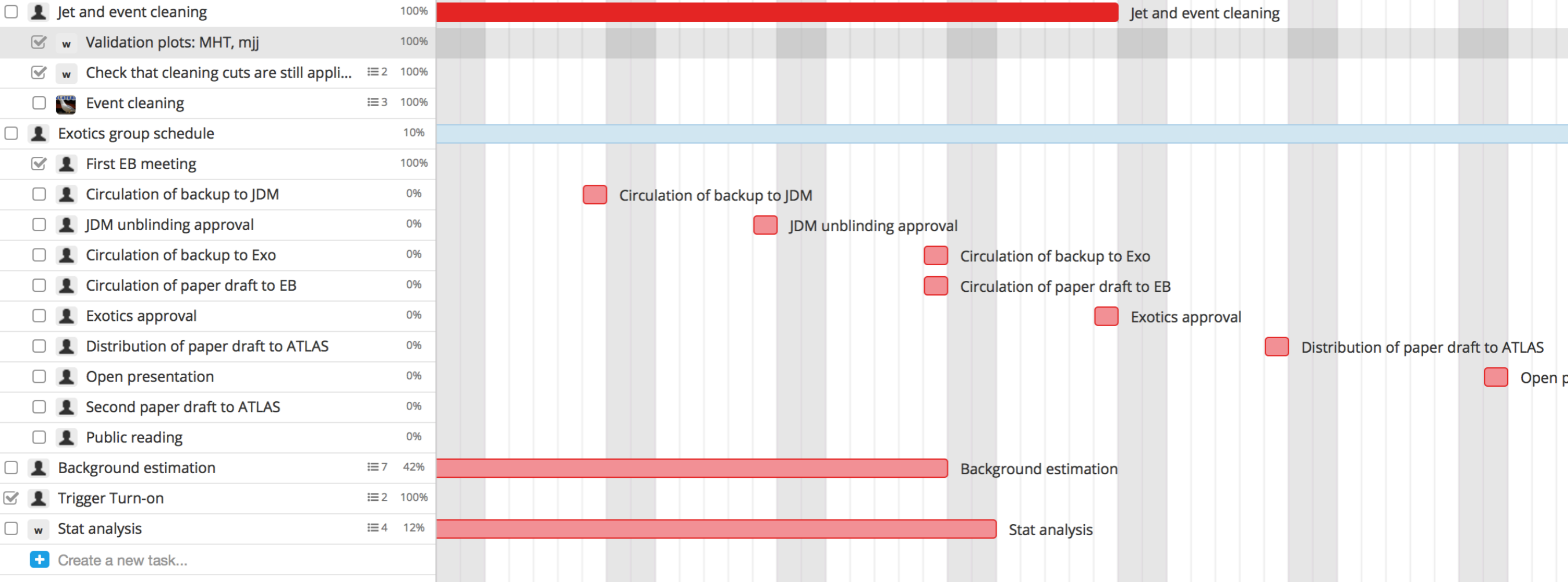
My Tasks    Inbox    Dashboard    +

Search

☆ TLA

List    Conversations    Calendar    Progress    Files


Add Task



Note: it tends not to work for analysis teams (past experience)



# TASK WARRIOR

 **TASKWARRIOR** News Docs Download Support Tools

## Welcome to Taskwarrrior

Taskwarrrior is Free and Open Source Software that manages your TODO list from the command line. It is flexible, fast, and unobtrusive. It does its job then gets out of your way.



New User?

[Start here...](#)


haven't tried this myself

# READING ADVICE BY SUCCESSFUL COLLEAGUES

## First Things First

Book by Stephen Covey

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 [Preview book](#)

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4,1/5 · [Goodreads](#)

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First Things First is a self-help book written by Stephen Covey, Merrill, and Rebecca R. Merrill. [Wikipedia](#)

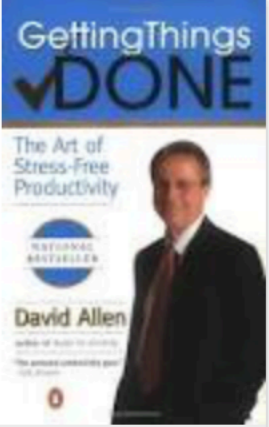
**Originally published:** 1993  
**Author:** [Stephen Covey](#)  
**Publisher:** [Stephen Covey](#)



## Getting Things Done

Book by David Allen

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## Getting Things Done


Book by David Allen



## The Practicing Mind: Developing Focus and Discipline in Your Life

...  
 Book by Thomas Sterner

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 [Preview book](#)

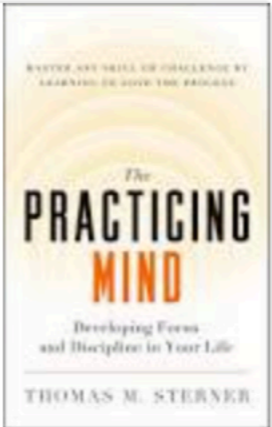
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4/5 · [Goodreads](#)

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In those times when we want to acquire a new skill or face a formidable challenge we hope to overcome, what we need most are patience, focus, and discipline, traits that seem elusive or difficult to maintain. ...  
[Google Books](#)

**Author:** [Thomas Sterner](#)  
**Copyright date:** 2012



...ment method, described in a book by the author, David Allen. It is often referred to as the 'Getting Things Done' method.

## ADVICE BY SOME OF THESE BOOKS THAT WORKED FOR ME

- ◆ Tell someone what you would like to be doing at the start of the day
  - ◆ Your supervisor, or your plant, or your designated debugging rubber duck
  - ◆ Remember however that accountability doesn't only work as motivation
    - ◆ If you overcommit, you will be held responsible and feel stressed
- ◆ Write down everything you want/need to do
  - ◆ Moving it from your head to paper reduces the pressure
- ◆ If you choose a task, stay with it without worrying about the next one
  - ◆ Saying no is hard, but concentrating is hard too
- ◆ It's easier if you like what you're doing and the time you're putting into it
  - ◆ Not everything work-related is lovely, but if you are spending all your time into things you don't enjoy or feel stressed then there's the need for a change in habits...
  - ◆ Working in research should be enjoyable, regardless of what many media articles say!