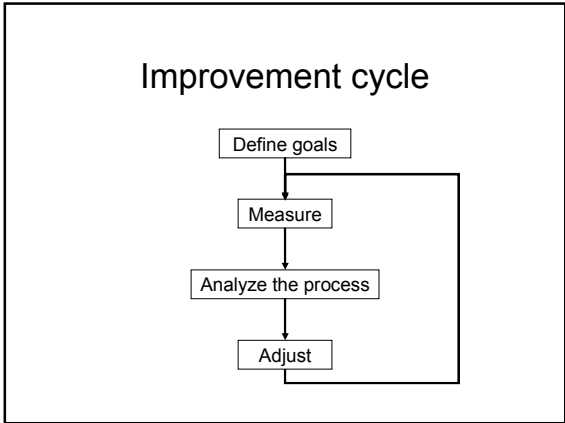


Time Management

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Derived from
Watts S. Humphrey, *Introduction to the Personal Software Process*, Addison-Wesley, 1997



Basis of Time Management

- History usually repeat itself
- Realistic plan requires good time tracking
- To check the accuracy of plans, we need to document them for later comparison
- To improve, we need to ask ourselves what we could have done better
- Time management = planning + sticking to the plan

Understanding time usage

- Divide activities into groups
- Document time for each activities
- Have a standard for record keeping
- Make the records easily accessible

The Engineering Journal

We use it for

- Documenting plans
- Tracking time
- Jotting assignments
- Taking notes
- Recording ideas
