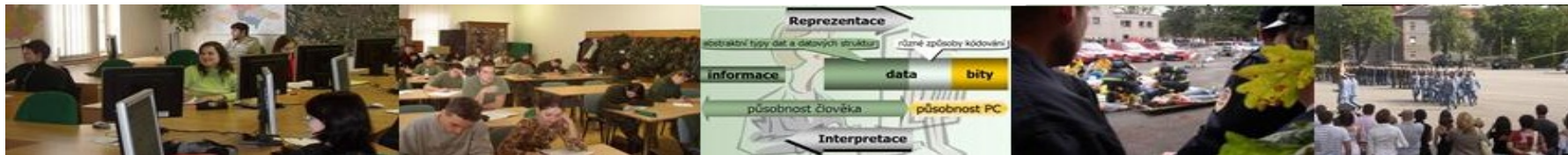# Applied informatics

Implementation of time management methods in PIS.

ZEMÁNEK, Z. - PLUSKAL, D. - SMETANA, B.

Implementation of time management methods in PIS.

1. **Selection of appropriate methods of Time Management**
2. **Implementation of time management in PIS**
3. **Presentation of results of Time management in case study**
4. **Assignments**

Aims of the exercise

1. Provide students with basic information about the usage of Time management in practice.

2. To clarify the analysis of the importance of tasks in Time Management.

3. Analyze and document the tasks Time management in case study.

Time generation management

❑ The first generation: Reminders with alarm (clock, computer). Mainly used for warnings before performing any task.

❑ Second generation: using the calendar or diary including the setting of targets.

❑ Third Generation: This approach means spending some time setting values and priorities. Prioritization Management using a personal organizer: Computer or PDA.

❑ Fourth generation: Streamlining all of the above instruments. Introduces places, objectives and roles and prefers the important tasks over those urgent. [1]

Time management

❑ Based on the experience - individual items in the list with a priority.

❑ One of the first who suggested the method of "ABC" importance was Alan Lakein.

❑ In his system stands for "A" item of great importance, "B" is an important item and "C" is the lowest priority.

❑ The specific use of ABC methods is to assign "A" tasks to be processed during the day, "B" during the week, and "C" during the month. [1]

Time management

❑ Other very advanced systems are:

   ❑ ranked list items listed in order from highest priority,

   ❑ or numbering of all items

   ❑ in the list, where "1" indicates the highest priority and "2" is the second highest priority.

❑ This list will then inform about the order in which to perform each task.

❑ The latter system is mostly the fastest and allows fast processing. [1]

Time management

❑ A completely different approach, which opposes the setting of importance suggested by British author Mark Forster.

❑ His idea is based on a closed list of tasks, which suggests that endless list that with certainty this means that a task will be omitted and incomplete.

❑ His approach builds on that it should be the entire list fulfilled the same day, and the items that were not completed should be done to determine where the error was and what needs to change. [1]

ABC analysis

❑ This technique is used for categorizing into groups. These groups are often identified by the letters A, B and C. The tasks are then labeled according to the following criteria:

❑ A - Tasks that are perceived as urgent and important

❑ B - Tasks that are important but non-urgent,

❑ C - Tasks that are not urgent or important.

❑ Each group is then sorted by priority.

❑ ABC analysis may have more than three groups, which result from its designation. [1]

Pareto analysis

❑ ABC analysis is commonly used in combination with the Pareto analysis.

❑ This analysis is based on the fact that 80% of tasks can be completed in 20% of the time available. The remaining 20% of tasks will take 80% of the time. This principle is thus based on the division of tasks into two groups, where the recommended tasks in the first group to assign a higher priority.

❑ Pareto principle can also be used to increase productivity: it is assumed that 80% of the productivity can be achieved by completion of 20% of the tasks. If the goal is higher productivity, then the first group will have a higher priority.

Edraw Mind Map
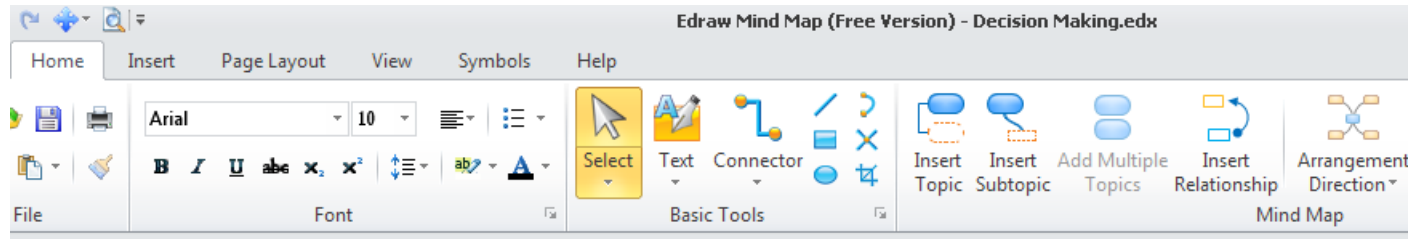
❑ The program includes a variety of design options, including ER diagrams, decision support, and a variety of graphics for various purposes in the form of usable templates - templates.

❑ The program is intuitive to use and without any major hardware requirements.

❑ It is a freeware.

Visualisation in the case study

❑ Download Edraw Mind Map

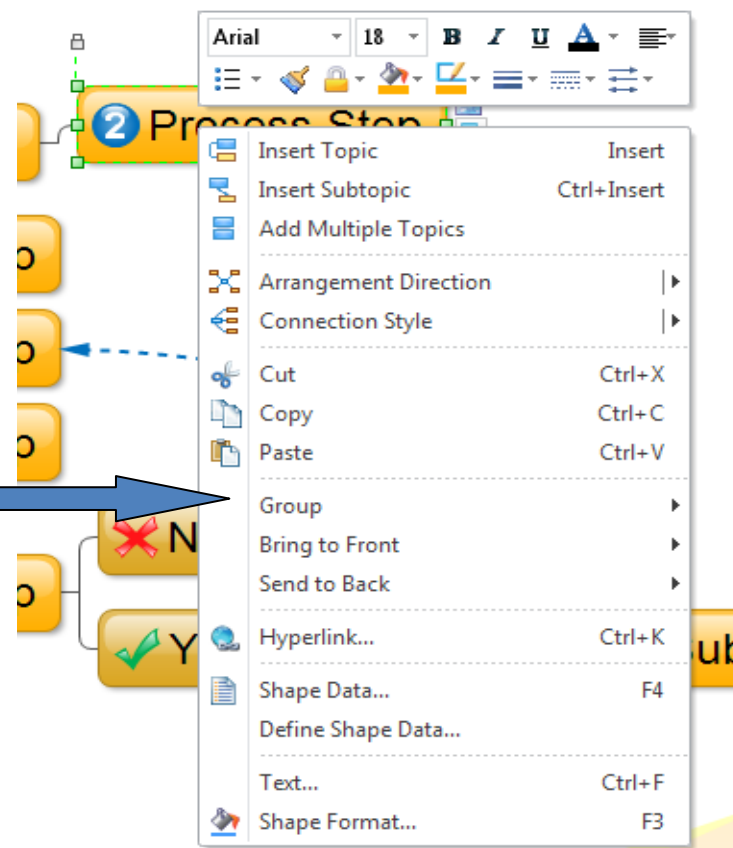❑ Select Project Timeline by clicking on an icon

Project Timeline

Visualisation in the case study

- When you click on an element prepared template amended, or added text
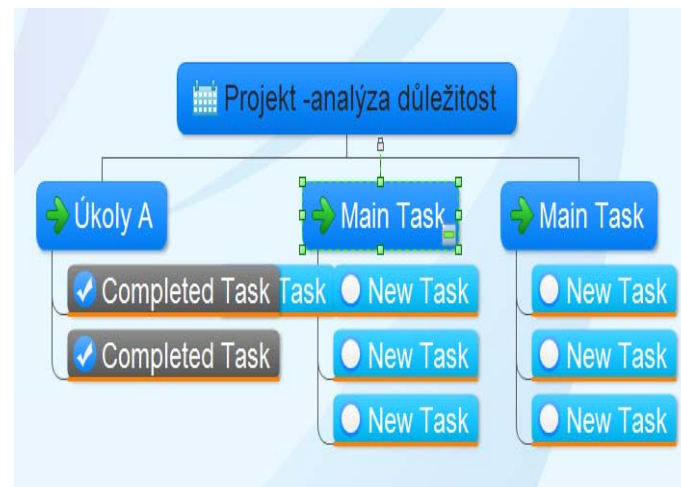
- Lists the tasks according to importance by ABC analysis.

Template modification

☐ Select the item and right-click

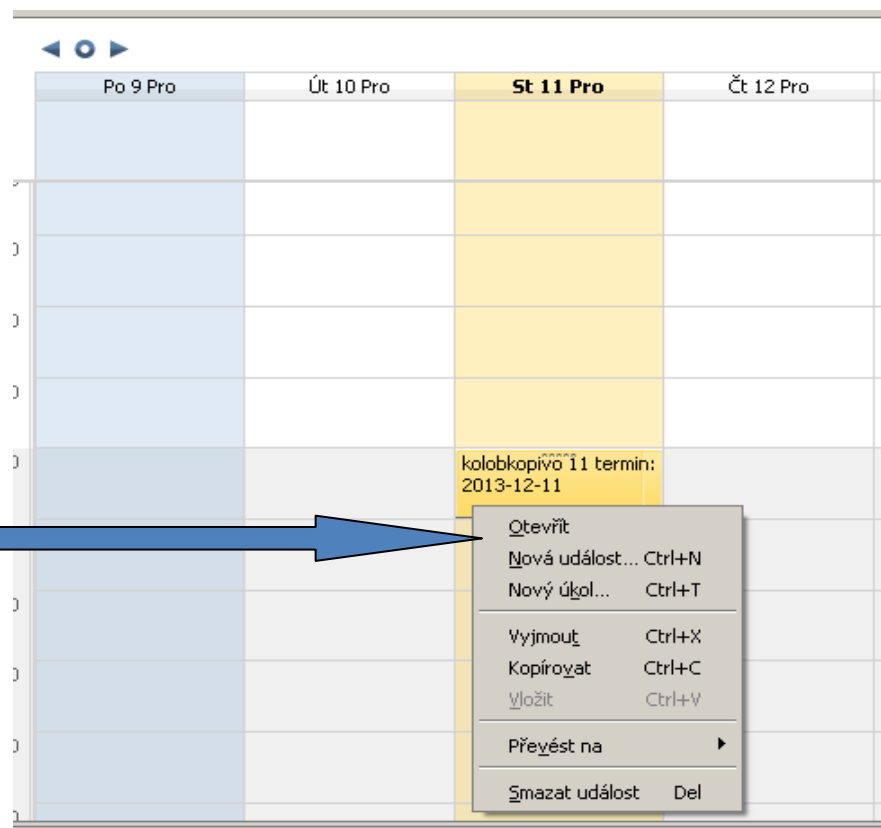☐ The selected element can be deleted in Menu or by using the standard procedure.

Changing the size

❑ In menu View – Zoom or at the bottom edge of the window.
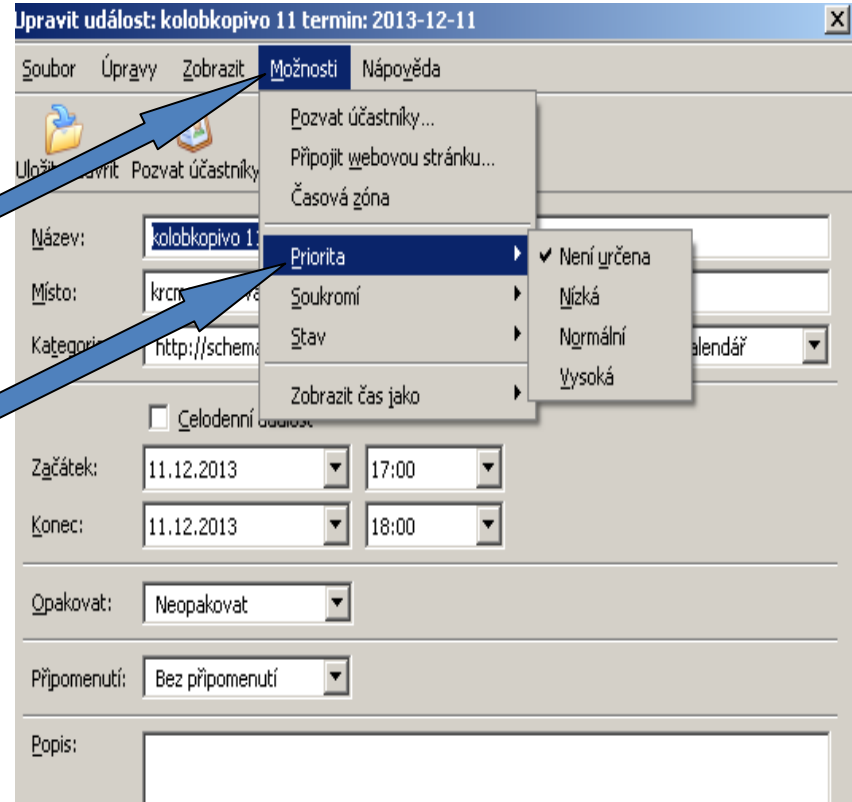
❑ Use Fast Stone Capture and insert into document
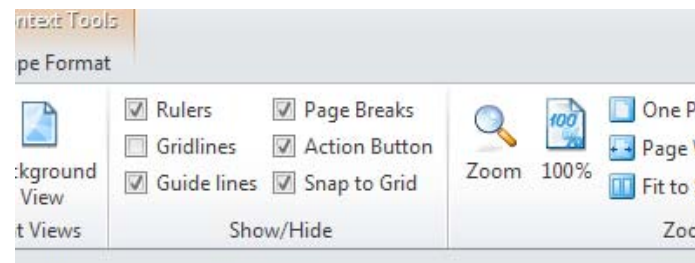
Setting importance of tasks – Mozilla Sunbird

❑ Right click on your embedded task into the calendar.
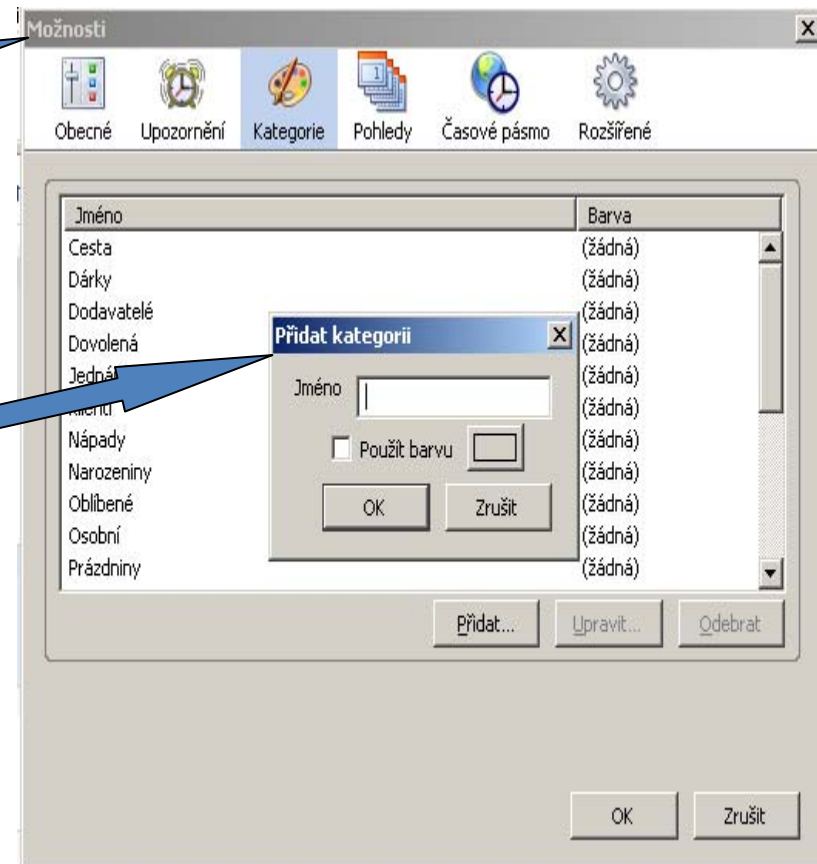
❑ Select from the shortcut menu to open

Setting importance of tasks – Mozilla Sunbird

❑ Select the Edit dialog box event in Main menu options
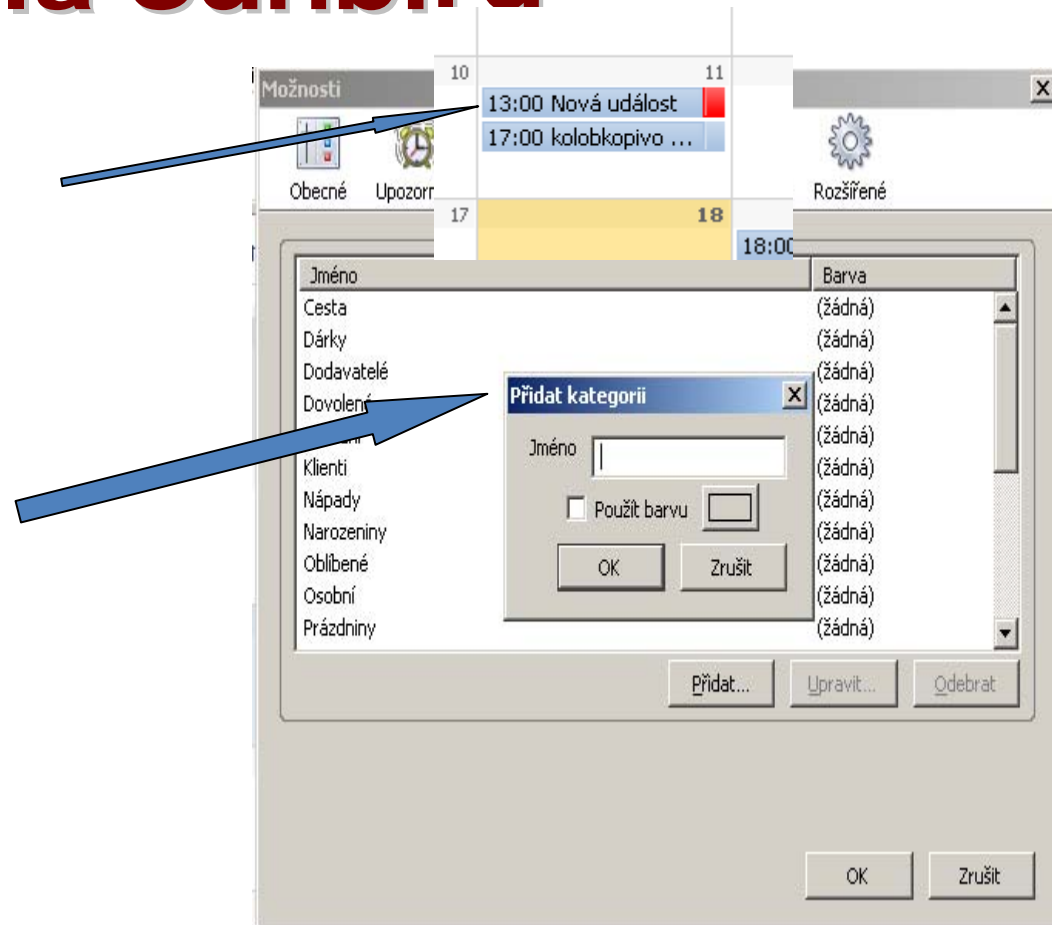
❑ Choose the priority according to your ABC analysis

Setting importance of tasks– Mozilla Sunbird

❑ Select Tools – Options

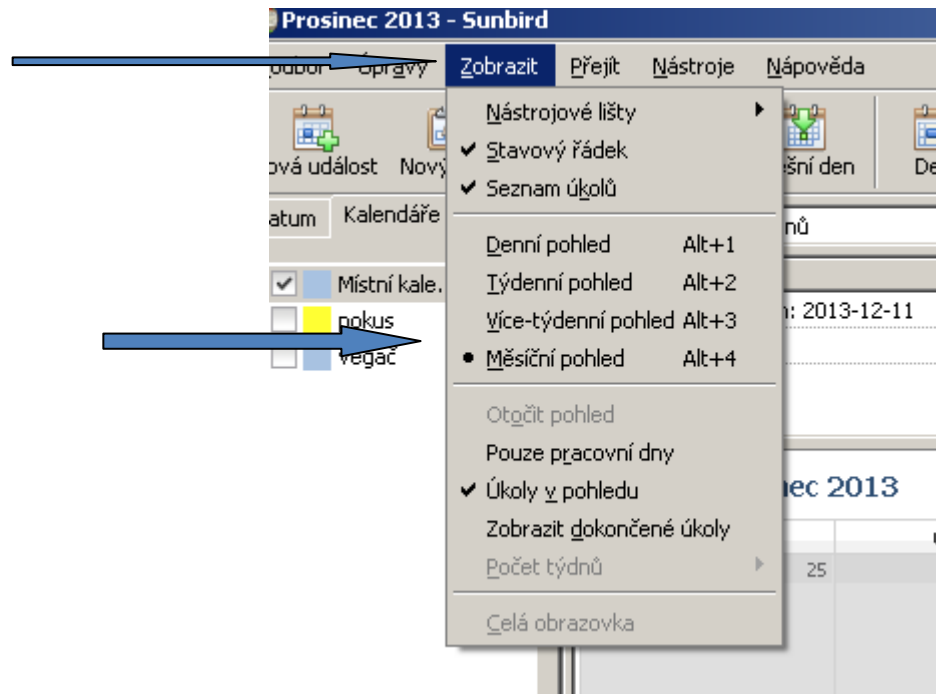❑ Select Categories and add elements based on you ABC analysis

Setting importance of tasks– Mozilla Sunbird

❑ Select in menu:

   ❑ Add category - *color*

❑ For each task select *Modify ev*

Setting importance of tasks – Mozilla Sunbird

- Click on **View** and select monthly view

- Modify categories

Visualisation of task importance – Mozilla Sunbird

- Click on **View** and select monthly view

- Use Fast Stone Capture and insert into the document.

Assignments

1.   Team leader and members will analyze the importance of the tasks in Edraw ABC.

2.   Insert the visualization of ABC Edraw to the case study.

3.   Insert the priority of tasks in Sunbird, and visualization enter back in the case study.

Resources:

1. Time_management. <i>Http://cs.wikipedia.org/</i> [online]. 2013 [cit. 2013-12-09]. Dostupné z: http://cs.wikipedia.org/wiki/Time_management

2. Time-Management.aspx. Https://www.google.cz [online]. 2013 [cit. 2013-12-09]. Dostupné z: https://www.google.cz/search?q=time+management&tbm=isch&tbo=u&source=univ&sa=X&ei=G3SlUs2GJ4PKhAe_oYCABQ&ved=0CEsQsAQ&biw=1060&bih=679#facrc=_&imgdii=L2QvhMXFp-JjxM%3A%3Bmdfzv0Oi2IvwQM%3BL2QvhMXFp-JjxM%3A&imgrc=L2QvhMXFp-JjxM%3A%3Bhu_jqeBbGMec2M%3Bhttps%253A%252F%252Fwww.cmich.edu%252Fess%252Fstudentaffairs%252FSDS%252FPublishingImages%252Ftime-management.jpg%3Bhttp%253A%252F%252Fwww.cmich.edu%252Fess%252Fstudentaffairs%252FSDS%252FPages%252FTime-Management.aspx%3B920%3B820