

Time Management Assignment # 2: Analyze Your Time (MS Word & Excel)

Name: _____

Purpose: Practise using Microsoft Word and Microsoft Excel to present data and information.

Write a one page, double sided, double spaced analysis on you biggest takeaway for where your time goes. This could be expected or surprise. Please include at minimum 2 graphs created in Microsoft Excel showing key aspects of what you have found to support your argument / discussion.

Things to consider:

- Did or do your days often flow smoothly for you?
- Do you keep a calendar or date book do you use it or refer to it? Does it help you stay organized?
- Are you organized or does life just happen to you?
- What could you do to make yourself better organized? Might this help you in your schoolwork and on the job?
- Do you see how getting organized in school can help prepare you for success in the future?
- What do you plan to change about how you organize your schedule this semester to make positive changes in you?
- If you required more time for an assignment where would be the best place to find it?
- How much time is spent looking at a screen?
- Do you have time to be bored? Boredom is important for our brain.
- How often are you multitasking (Switch tasking)?
- How could you become more efficient?

Structure of Analysis:

1. Intro(1 paragraph)
2. Evidence / discussion / Results (Multiple paragraphs + At minimum 2 graphs)
3. Conclusions / Next Steps (1 paragraph)

Category (Mark)	Excellent 5 4.5	Good 4 3.5	Satisfactory 3 2.5	Please come speak to Schaub
The boring details <u>Mark</u> Student: /5	My analysis was handed in on time, single paged, double sided, double spaced, reasonable font size and style.	My analysis is missing one of the elements in the box described as "Excellent" Missing: _____	My analysis is missing two of the elements in the box described as "Excellent" Missing: _____ Missing: _____	Although boring, these are clearly a lot of easy marks and I shall pull up my socks on the next one and do better!
The Intro paragraph <u>Mark</u> Student: /5	The first paragraph clearly and succinctly introduces and articulates a topic that you found of particular interest, importance or surprise.	The first paragraph introduces and articulates a topic that you found of particular interest, importance or surprise.	The first paragraph contains multiple topics that you found of particular interest, importance or surprise.	The first paragraph contains no specific topic and it is difficult to foresee what the second paragraph will be based on. A mystery novel wiipee!
The second paragraph <u>Mark</u> Student: /5	The second paragraph discusses in detail <u>why</u> you have found the topic you raised in the first paragraph to be (one of) the most interesting / important aspect(s) from your analysis. Data and results are introduced as evidence to support your claim.	The second paragraph discusses <u>why</u> you have found the topic you raised in the first paragraph to be (one of) the most interesting / important aspect(s) from your analysis. Some data and results are introduced as evidence to support your claim.	The second paragraph briefly touches upon <u>why</u> you have found the topic(s) you raised in the first paragraph to be (one of) the most interesting / important aspect(s) from your analysis. Marginal data and results are introduced as evidence to support your claim.	The second paragraph fails to discuss <u>why</u> you have found the topic you raised in the first paragraph to be (one of) the most interesting / important aspect(s) from your analysis. No evidence to support your findings.
The graphs <u>Mark</u> Student: /10	Two graphs created in Microsoft excel are embedded in your word document to support your findings. The graphs chosen are appropriate for the data presented, with all important features present. These may vary depending on the nature of the graph. (title, axis, legend, etc)	One graph created in Microsoft excel is embedded in your word document to support your findings. The graph is appropriate for the data presented, with all important features present. These may vary depending on the nature of the graph. (title, axis, legend, etc)	Graph(s) created in Microsoft excel are embedded in your word document to support your findings. The graphs chosen are not appropriate for the data presented or missing features.	My grade is on a downward trend.
Conclusion <u>Mark</u> Student: /5	Analysis and discussion is brought to a succinct, well articulated conclusion.	Analysis and discussion is brought to a conclusion.	Conclusion present but lacking to tie together my piece.	I don't believe in endings.