

Data Science Workshop

Lecture 2: Work organisation

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Knowledge Education Development

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**MSc program in Data Science has been developed
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„NERW PW. Science - Education - Development - Cooperation”
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Priorities



Task management

- Project management focuses on tasks
 - taking up strategic decisions about task processing
 - task processing
 - task delegating
 - task managing
- Tasks flow in continuously and asynchronously, a new task can occur at any time.
- Therefore, it is good to manage tasks in an organised way.

Getting Things Done

1. Collect
2. Process
3. Organise
4. Plan
5. Do



Collect

- All the tasks must be collected.
 - Preferably, in one place to facilitate a review.
 - We do not analyse tasks at this moment. We only collect them.
 - Usual collectors are ...
 - email inbox,
 - notebook.
 - ...

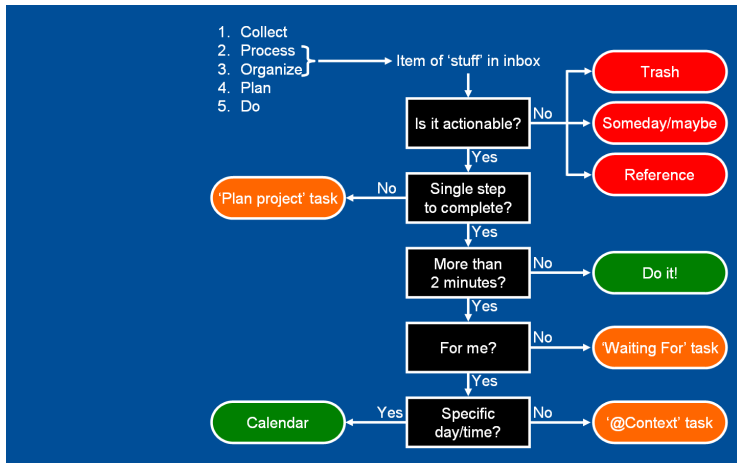
Process

- We analyse tasks to check if they are actionable.
- No
 1. delete it,
 2. archive it,
 3. add it to a "maybe later" list.
- Yes
 1. do it
 - only if it takes less than 2 minutes
 2. delegate it
 3. postpone it
 - enter it in a calendar (meetings)
 - add it to the "to do" list

Organise

- We group the tasks into the following lists
 1. to do,
 2. delegated,
 3. maybe later.
- For each task, we assign
 1. a project
 - to define a group of tasks
 2. a context
 - where the task can be done (office, home, university,...)
 - what equipment do you need (computer, smartphone, shovel, ...)
 - other like a meeting agenda

GTD Process and Organise diagram



source: https://en.wikipedia.org/wiki/Getting_Things_Done

Plan and Do

- Tasks processing consists of
 1. doing planned tasks,
 2. doing incoming tasks,
 3. supervising delegated tasks,
 4. planning tasks.
- We select tasks to do during a review
 1. a weekly review,
 2. a daily review,
 3. a short-time review.
- We select tasks to do using
 1. a context,
 2. free time,
 3. available energy,
 4. a priority.

Review

The screenshot displays the Nozbe application interface. On the left, a sidebar shows 'Active tags' with 'PW' (5 tasks) and 'Onboarding'. The main area is titled 'Wszystkie tagi' and shows a list of tasks under the 'PW' tag. The tasks are:

- NERW PW - zaświadczenia do podpisu
- Podpisać protokół** (highlighted in purple)
- Wydrukować dokumenty
- Podpisać umowy w księgowości
- Download articles on DL in indoor localisation

Each task has a status icon (circle with a dot), a 'Dzisiaj' (Today) label, and a star icon for favorites. The 'Podpisać protokół' task is selected, showing a detailed view on the right. This view includes a title 'Podpisać protokół', a 'Ty' (You) assignment, a 'Dzisiaj' due date, and a 'Przypomnij mi' (Remind me) button. Below this, it shows the task was created 1 hour ago by Marcin Luckner. The task description includes a greeting and a list of recipients: Magdalena Bogucka, Marcin Luckner, and Paweł Rządowski. It also mentions a meeting on February 23rd at 16:00.

A review of collected task using Nozbe <https://nozbe.com/>

The Eisenhower Matrix

- Tasks can be organised according to
 - Urgency,
 - Importance.
- The Eisenhower Matrix is a helpful organisation tool.

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*

source: <https://jamesclear.com/eisenhower-box>

Work strategies

1. Urgent and important
 - do it now.
2. Important but not so urgent
 - schedule.
3. Urgent but less important
 - delegate.
4. Neither urgent nor important
 - do not do it.

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

source: <https://jamesclear.com/eisenhower-box>

How to work with the Eisenhower Matrix?

1. Putting things-to-do on a list frees a mind. However, always question what is worth doing first.
2. Limit yourself to eight tasks per quadrant. Before adding another one, complete the most important one. It is not about collecting but finishing tasks.
3. Maintain only one list for both business and private tasks. That way, privacy issues will not be overwhelmed by work.
4. Do not be distracted by others or yourself. Do not let others define your priority. Plan in the morning, then work on the stuff.
5. Try not to procrastinate that much. Especially not by over-managing.

source: <https://www.eisenhower.me/eisenhower-matrix/>

ABC Method of Prioritisation

- List all your tasks that need to be done for the day and then label them per the following:
 - A The tasks that you **MUST** complete,
 - B The tasks that you **SHOULD** complete,
 - C The tasks that you **CAN** complete, after finishing A and B tasks,
 - D The delegated tasks,
 - E Not important tasks.

The A list

A The tasks that you MUST complete.

- Important tasks.
- Tasks that have serious consequences.
- Usually, something that you must accomplish yourself.

The B and C lists

B The tasks that you **SHOULD** complete.

- Tasks that have mild consequences.

C The tasks that you **CAN** complete.

- Tasks without consequences.
- Tasks without influence on your carrier or private life.

The D and E lists

D The delegated tasks.

- Tasks that should be done but not necessarily by you.

E Not important tasks.

- Forget about them.

Discussion

- There is a danger of assigning too many tasks to the A list.
- A priority can change dynamically, and the list becomes out of date.

Delegation

- Each task in a project must have defined
 - a contractor/executor,
 - a deadline.
- During a review, we check the status of the delegated tasks.
- The tasks are assigned during meetings.

Meetings

- The meetings are an opportunity to make a review of the tasks and to delegate the tasks.
- Each meeting should have an agenda that describes what we want to discuss/accomplish during the meeting.
- Roles at the meeting:
 - A chairperson - who keeps the order (agenda)
 - A secretary - who notes decisions
- The meeting is summarised in a note.
- The note (minutes)
 - contains the date and a list of the participants,
 - summarises decisions,
 - delegates tasks,
 - is accepted by all participants.

Reporting

- Reporting is necessary to establish which tasks are finished.
- Therefore, the reporting must be done systematically.
- Each task should be finalised with an entry to the report.
- At the end of the project, it is enough to redraft the report.
- Both the report and minutes can be kept on-line using Google Docs or Overleaf.
- However, the report is a formal document and should not be created from minutes.

Note vs Report

WP8 Meeting - 17/11/2016

Participants: Jarosław Legierski (OPL), Maciej Grzenda (WUT), Ioannis Katakis (UoA), Marcin Luckner (WUT), Robert Kunicki (CoW)

ML: Nobody yet used the data.

IK: Waiting for access, to test the data.

JL: Will send open questions/issues on existing components to future discussion.

RK: 18/11/2016 internal meeting in CoW may bring new information about access to bus data.

ML: Collaboration with UoA and Technion

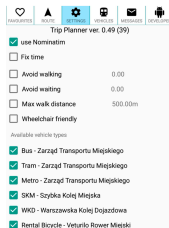
ML: Open questions to UoA:

- Mobile Application (integration)
- How is necessary to connect to the system
- How will we differentiate from 19115 application.
- What would be the license of the application

MG: Agree on integration by the Dec 31 or beginning of January (we should also keep an eye on D6.x deliverables).

ML: Qs in Hackathons

VaVel, H2020-688380



Using the tickers and digital parameters user can easily control the way the planner works. It is possible to set app to suggest only wheelchair friendly routes, to avoid walking, waiting at the stops and even to select preferred means of transport to be used.

3.3 Real-time vehicles locations



Real-time vehicles locations option (available after tapping "Vehicles" button) allows users to see real positions of vehicles of specified lines. User can type in single line number or multiple lines separated by commas. After tapping "Show on map" the app shows city map with real locations of vehicles on it. Additionally after tapping icon of selected vehicle user can display tooltip with its details: line number, delay, direction, date and time of real position read and unique trip ID.

D8.2, Version 1.0, November 2018

17

<http://www.vavel-project.eu/>

Delegation example

ML

How can you define a modern scientist?

GPT chat

A modern scientist is a multidisciplinary, data-driven, innovative, ethical, communicative, and technologically proficient professional who is committed to advancing scientific knowledge and solving complex problems in a rapidly changing world.

ML

Explain why soft skills are important for a data scientist?

GPT chat

Soft skills are essential for data scientists as they not only help them to communicate effectively but also provide them with the necessary tools to lead, innovate, and collaborate with others in the development of effective data-driven solutions.

References



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Penguin Books, 2001.



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Getting Things Programmed.

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