BALANCE
A TIME MANAGEMENT TOOL

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How do you spend your time?

• How long do you stay at school each week?
• How many hours do you sleep per day?
• How often do you hang out with friends?
Overall Problem

It’s too hard to properly balance our time and achieve our goals.

Challenges

• Keeping track of the time you spend on activities
• Optimizing your schedule and meeting deadlines
• Finding a unique time balance that works for you
Contextual Inquiry #1

Pharmacist who has a “fixed-rotation” schedule

• Different goals during each schedule rotation
• Trouble planning ahead through rotations
• Difficult to complete long projects
• Receives his work schedule through DayForce
Contextual Inquiry #2

Software Developer who works from home.

- Long term deadlines are hard to manage
- Difficult to switch tasks when working
- Constantly distracted and needs timely reminders
- Spends too much time deciding what to do

http://www.studyandscholarships.com/2014/02/how-to-pursue-computer-programming.html
Contextual Inquiry #3

Newspaper Editors with a daily deadline.

- Balancing student life and work life
- Same newspaper deadline every night
- Constantly waiting on someone else to finish
- Difficult to coordinate social time and school

Contextual Inquiry

Takeaways:

• Individualization
  Everyone has different goals for balancing their time, and different categories that they focus on.

• Schedule Sharing
  It is hard to share schedules while maintaining privacy, but tasks and social time are often neglected due to lack of coordination.

• Automatic Notification
  People can be too busy to micro-manage their time. It would be helpful to receive notifications to start tasks and of proposed schedule changes.
## Tasks

<table>
<thead>
<tr>
<th>Categorize Time Spent</th>
<th>Set Goals For Each Category</th>
<th>Share Schedule and Free Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>What qualifies as work or play?</td>
<td>How much time should you spend on each activity?</td>
<td>Who should be notified? Who is free right now?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decide What To Do While Waiting</th>
<th>Adapt Correctly To Schedule Changes</th>
<th>Get Reminders for Flexible Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>What can get accomplished within that time?</td>
<td>What can be pushed back and what has a solid deadline?</td>
<td>When is the best time for lunch?</td>
</tr>
</tbody>
</table>
Design Sketches

Phone Application:

Timeline:
- 6:00 Home
- 9:00 Commute
- 10:00 Office
- 11:00 Lunch
- 12:00 Office

Current Time:
- Categories: Food, Social
- Location: Joe's Sandwiches
- Speed: 0 MPH
- Heart Rate: 92 BPM

Free Time:
- Office
- CSI Miami
- 5G Friends Also Free
- 2G Friends Also Free

Active Goals:
- Gym +5 hrs. This Week: 2/5
- CSI Miami: 0 hrs. Today: 1/6

Active Reminders:
- Meeting: Now! Sent
- Lunch: 30 min Off
- Commute: 4 hrs

TODO:
- Taxes: 10 days Start
- Stephen King Novel: ∞ Start
- Add
Design Sketches

Smartwatch:

- Select categories for each of your tasks you put in
- Button to switch between AM and PM
- Pop-up notifications reminding you to eat based on free time in your schedule
- Choose level of importance flexibility to be able to adjust your schedule early
Storyboards

What a busy schedule!

SYNCED

LUNCH TIME!

I almost forgot!

50 mph
COMMUTE

Location
OFFICE

You are: BUSY

You are: FREE

3 Friends are also free via Facebook

That was a busy day. I should relax.

Today

110 6pm
PARK

TENNIS!!
Summary

● Understand what users need
● Think broad and explore strange designs
● Sketch out and iterate through many ideas
● Communicate and work as a team
● Build on the innovation in each design
Thank you!

Questions?