

Time Management Plan

Weekly Time Management Plan: (Module 11)

Day	Task Description	Time	Priority level
Monday	Going through the reading materials of Module 11	9:00AM – 12:00PM 8/26/2025	High
Tuesday	Reviewing the rest material Doing the given Discussion	9:00AM – 11:00AM 8/27/2025	High
Wednesday	Doing at least 2 lab Research on the topic	9:00AM – 12:00AM 8/28/2025	High
Thursday	Doing rest lab projects	9:00AM-12:00AM 8/29/2025	Medium
Friday	Do the lab if left Review the whole module Attending the Quiz	9:00AM – 12:00AM 8/30/2025	High
Saturday	Doing Test Module 11: The Complex World of IT Professionals	9:00AM-12:00AM 9/1/2025	High

To stay frequent in this course, I have created a weekly time management plan and that schedules dedicated study hours on whole week except Sunday. I was used to putting

reminders on a digital calendar or on my phone so that I could be properly focused on this course. I also break down bigger tasks into smaller steps to avoid the last-minute rush. Keeping all deadlines visible, I can balance this course and my personal responsibilities at the same time. This plan is helpful, but then I realized that sometimes I underestimate the time needed for the longer assignments. To improve that, I started planning to start the task at least two days before the deadline. This process helps me to prevent any last-minute rush and late submission. I will also use available resources.

Midterm Reflection

After reviewing my midterm grade, I can see those areas where I need improvement. I can see that parts clearly where I lacked at, I noticed often, and most of the time I'm unable to perform the task because of short timing, and I have to hurry at the last minute just not to miss any submission. My previous grades clearly reflect that I need to be more accurate and punctual, and have to improve my plan or strategies towards the study.

I have realized that I need to improve my focus in studying the course material before any assessment. I plan to review each and every of my classes, given study materials and the lectures before attempting any tasks or assignments to add more strength to my academic performance. I set my personal deadlines earlier than the due dates so that I have enough time to correct mistakes and clarify my doubts from the professor. Also I use most of the available resources like reference books and supplementary course materials, to drive deep in my understanding of each topic.

To do these changes I am also improving my study schedule I have plan more practical time schedule for each task. I will break down work into smaller parts and distribute them in specific dates so that I can complete them without any last minute rush. I am dedicating additional hours to studying each week to ensure the growth and stronger subject knowledge. By following this more organized and disciplined strategy, I focused to enhance my learning and stay prepared for performing better in future assessments.

Troubleshooting Discussion

What is troubleshooting?

Troubleshooting is the process of identifying and resolving a problem in the system (Cambridge Dictionary, 2023). The step for the whole process required information, analyzing possible causes, testing solutions, and so on, and after the full process, we should verify the results. For example if any problem occurs due to software. Then we should identify the problem first generally in most of the cases rebooting works as the first option but if still it is not fixed then we have to search for the root cause and then set the strategy accordingly after planning we can move forward with the troubleshooting. We should note down each and every steps we are following and when the problem get solved we should take a note of the current face and the consequences.

What are the various categories of troubleshooting?

The main categories for troubleshooting include hardware troubleshooting, software troubleshooting, network-related troubleshooting, and user-related troubleshooting. The hardware troubleshooting mainly occurs when the problem is in the device hardware, like the cable, port, plug, etc. In that case, we need to find out the affected hardware part or need to remove or repair that accordingly. In software troubleshooting, first we need to identify the problem, then we have to create a strategy to solve that problem. Often in software troubleshooting, the first choice of users is to reboot the system. Network-related troubleshooting involves checking the physical lines, command lines, IP addresses, DNS settings, and so on (Nandita, Rani & Gowda, 2023). User-related troubleshooting includes a systematic approach to identify and solve problems that are reported by the users. Some common steps are conforming to basics, just like power connections, can perform a reboot and then implement the solutions.

If your PC has become too slow, how would you troubleshoot it? What are some common causes?

I would always start by checking Task Manager to see which programs are using too much memory (Alphey, 2023). After that, I would restart the system, remove unnecessary startup programs, update the time, OS, etc.

Some common causes can include low RAM, too many background processes, too many open programs. Multiple programs running on the same time often slow down the PC. Older OS or software lack at performance optimizations. Having too many browser tab open at once can consume a lot of memory and also could be the cause of the slow down.

Why is it important to document the troubleshooting process?

In troubleshooting documentation, it helps to track what steps were taken during the process and also the results (Mertz, 2024). It helps to allow efficiency, and it also helps to build good ethical habits. After documenting the troubleshooting process from the very beginning to the results and monitoring the performance after that, it helps when we again face the same problem at that time, because of the documentation, it is going to be very easy to find and resolve the problem, and knowing the consequences after that (Bakelants & Burri, 2021). Also, if anyone is facing the same problem, it will be very easy to guide them with the documentation cause every step is already mentioned there, so with that, they will easily come out of that situation. Not only that we also can review the mistakes during the troubleshooting process with the documentation so that we don't repeat them again.

Reference

Alphey, L. (2023). Troubleshooting. In *DNA Sequencing* (pp. 81-88). Garland Science.

Bakelants, E., & Burri, H. (2021). Troubleshooting programming of conduction system pacing. *Arrhythmia & electrophysiology review*, 10(2), 85.

Cambridge Dictionary(2023). *Troubleshooting*, Retrieved from:
<https://dictionary.cambridge.org/us/dictionary/english/troubleshooting>

Mertz, D. E. (2024, March). The Challenges of Troubleshooting. In *2024 IEEE IAS Electrical Safety Workshop (ESW)* (pp. 1-6). IEEE.

Nandita, G. R., Rani, U., & Gowda, N. C. (2023). Network Troubleshooting Simulator Using Wireshark. *International Journal of Computational Learning & Intelligence*, 2(4), 155-162.