

**PRACTICAL ASSIGNMENT: Timekeeping!**

Due on OpenLab by 8am Thursday, November 4! 3 points toward homework grade.

**Instructions:** Choose any four-hour period between now and the end of Wednesday, November 3 when you will be busy doing various tasks like schoolwork, chores, shopping, etc., or a task that can be broken down into multiple steps (like grocery shopping, as described below). Then, during that four-hour period, keep a record of how much time you spend on each task in quarter-hour (15-minute) increments. Please list your tasks vertically (like below) and use these decimal figures, as law firms require:

15 minutes = 0.25 (one-quarter hour)

30 minutes = 0.50 (one-half hour)

45 minutes = 0.75 (three-quarters of an hour)

60 minutes = 1.0 (one hour) *etc.*

Please round up to the nearest quarter-hour when appropriate. For example, if you spend 12 minutes walking to the supermarket, that's close to 15 minutes, so record it as "0.25" (one-quarter hour, or 15 minutes). If you spend 40 minutes shopping for groceries, that's close to 45 minutes (three-quarters of an hour), so record it as "0.75." However, if you spend 50 minutes shopping for groceries, that's closer to 45 minutes than one hour, so record it as "0.75" (three-quarters of an hour, or 45 minutes).

Some additional guidance:

- *Choose the period in advance!* Think about your plans for the next two days and figure out when you will be busy doing several short-term tasks, or a task that can be broken down into many steps, for four hours straight.
- *Record your tasks and time as you complete them!* That will make this assignment (and your job at a law office) easier and more accurate. It's hard to recall everything later!
- *Break large tasks down into steps!* That's what law firms and clients usually want. For example, rather than "went to the supermarket – 1.25," you could break it down like this:
  - walked to Key Food supermarket—0.25
  - selected groceries (bread, cereal, Twinkies, etc.)—0.50
  - waited on line, bagged, and paid for groceries—0.25
  - walked home—0.25."
- *Provide other details!* (as much as you feel comfortable) If you talked on the phone or texted, with whom? About what? If you went to a store, what store was it? What did you buy? Firms and clients also generally require this much detail!
- *Think about your experience!* As you complete this assignment, think about how it feels to keep track of your time, and to do so in such a detailed, regimented way. Is it fun, or annoying, or something else, and why? Were you surprised at how you spent your time, or how much or how little time you spent on particular tasks? Or anything else you thought or felt about your experience?

**By 8am Thursday, November 4,** please write a post on OpenLab that includes your timekeeping record, plus a few sentences describing your thoughts/reflection on the experience. Choose "timekeeping" as the category.

*Have fun!!*