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**IDENTIFYING PRINCIPLES FOR SOFTWARE TO SUPPORT  
DAILY ACTION PLANNING**

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A variety of software applications are designed with the intention to support people in their time management. Despite the availability of these tools, many people struggle to get things done in the time they have, suggesting a disconnect between them. Existing literature takes a tool-based focus, looking at digital calendars, to-do lists, email, or personal information management rather than a holistic investigation of time management. Our work reports results from an interview and diary activity data from 19 graduate students investigating the tools (digital and paper) and strategies used to manage their time. It also explores how these students engage in a short-term planning task and respond to making concrete plans for the next day for multiple days. Participants relied on unique combinations of tools, habits, and their own memory to manage their time. However, there were structural similarities in their approaches, indicating opportunities for technology to better support time management. Based on principles informed by these similarities, we are developing a mobile application designed to support users in developing daily plans. The application departs from conventional to-do list applications by creating a text-editor-based experience to introduce greater flexibility while still maintaining powerful capabilities such as calendar integration, date formatting, and easy sharing.