

The Use of Deadline Not, Cloud Storage, and Google Calendar as a Helpful Device in Managing Daily Agenda for Indonesian Students

M. Faisal and Dhany Pangestu

Abstract—Indonesian students have a lot of activities, in addition to the lecture there is activity of the organization, part time work, and more. This requires students to be able to manage time well. Time management is the key for effective management. One of things that support student activities are information technology such as the internet. The internet can help student's time management agenda. Internet applications that support management time is cloud storage and Google calendar. The kind of research which is used is combination descriptive and quantitative research with primary data comes from research conducted by the writer and secondary data comes from literature review. Collecting data technique which is used in this paper is online questionnaire and document analysis technique. The population of all the semester students from various universities in Indonesia, with a random sampling method. While, the review and analysis of documents were obtained from various printed and electronic media which are relevant to the subject matter studied. In this research the analysis model uses is the equations of questions frequency. Based on the results of this research is that 89% of students join the organization, 74% chose the notes rather than recall when finding the idea, 51% choose to typing in gadgets in a hurry, 80% using a pocket-sized notebook to their agenda notebook. 100% have personal gadgets, 94% regularly access the internet, and 89% require a tool in time management. A total of 100% need to assist IT management daily agenda. Based on the results and discussion of this paper, it can be concluded that the usage of deadline note, cloud storage, and Google calendar for Indonesia students can be a solution to the helpful device in managing daily agenda.

Index Terms—Cloud storage, Google calendar, Indonesian students, time management.

I. INTRODUCTION

Indonesian students are an agent of change who coveted the nation to build a better civilization in future. But now, Indonesia's students have a lot of activities, in addition to the lecture there is activity of the organization, part time work, and more. This requires student to be able to manage time well so that all its activities went smoothly and the result is the maximum. Time management is organizing themselves in order to take advantage of the time to be

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effective. At any given moment, the student thus use a lot of time for something that is not important, while other students when working on something important by using a bit of time to be able to do the task on time and efficient. Therefore, time management is so needed for our students.

Time management is a key for effective management, by following the principles of time management and applying them in a personal situation, will result in more [1]. For a good time scheduling students can record the activities deemed necessary will facilitate the implementation of these activities. The recording is very important to recall schedule of activities will be implemented in anticipation of forgetfulness.

In addition to the constraints in terms of scheduling, students sometimes also have constraints in terms of archiving. The more activities that are attended by students, ranging from lectures to organizations certainly will be the more files are archived either important hard file or soft file. file should be archived properly and to facilitate students to find and use them again.

To add insights, students usually also studied by following the various seminars both inside and outside the campus. The seminar which is followed by the student, certainly there are key points that were presented by the speakers to be known quickly because the students, the speaker will not repeat some of the material presented. So the student should note any important points in the seminar. Not only in the seminar, noted the important points also apply when meetings in your organization and during the lecture.

Students are also given the opportunity to pour their creative ideas for example through student creativity program, scientific writing competition, paper competition, and etc. Sometimes ideas for activity could be easily overlooked because too much activity. In anticipation of this, the students should take note of his agenda and the idea of using a notebook that has a design to facilitate students to classify its activities.

One of the things that support the activities of students are having an internet connection that can be accessed easily by students one. Information technology is one of many tools used to deal with a change manager. The Internet has created a new trend of universal technology that can be used for the development of new products, services, strategies, and business models [2]. In addition to the material used for browsing the internet can also be used to help student's time management agenda. Some of the Internet applications that can support time management student agenda are cloud storage and Google calendar.

Cloud storage is a model of networked online storage where data is stored on multiple virtual servers, generally hosted by third parties, rather than being hosted on dedicated servers [3]. But they can also take advantage of the Google apps calendar as a reminder of the time. Google calendar is an online calendar application that is provided free of charge to users of Google by creating a Google account. Based on the above background, we provide solutions to help students with time management agenda using special notebook agenda (which we call deadline notes), cloud storage, and Google calendar.

II. METHODS

The kind of this research which is used is combination descriptive and quantitative research with primary data comes from research conducted by the writer and secondary data comes from literature review. Collecting data technique which is used in this paper is questionnaire and document analysis technique. The population used as the object of study are students of all semesters of various universities in Indonesia, which the authors take as many as 35 students. Determination of the sample used in this study using a type of random sampling methods. The way is to provide an online questionnaire to students all over Indonesia who are online on Facebook on 13-14 October 2014, amounting to 35 students. While, the review and analysis of documents were obtained from various printed and electronic media which are relevant to the subject matter studied. In this research the analysis model uses is the equations of questions frequency.

III. RESULTS AND DISCUSSION

A. The Analysis of Questionnaire Data

The following are the results of a questionnaire that we distribute to 35 Indonesian students who are online through Google drive. See Fig. 1-Fig. 4.

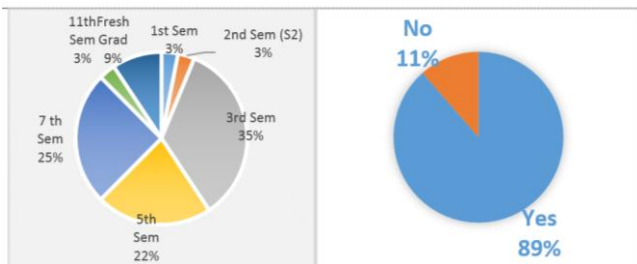


Fig. 1. The percentage diagram of students based on semester (left) and the percentage diagram of students participation in the organization (right).

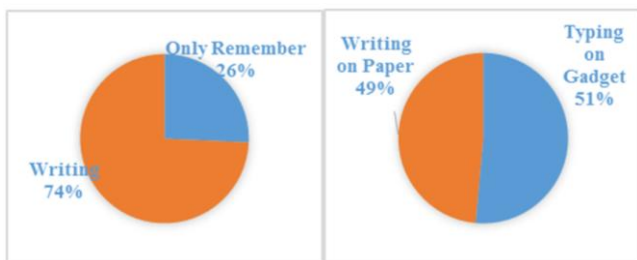


Fig. 2. The percentage diagram of things done while getting the bright idea (left) and the percentage diagram of students that are used when recording in a hurry (right).

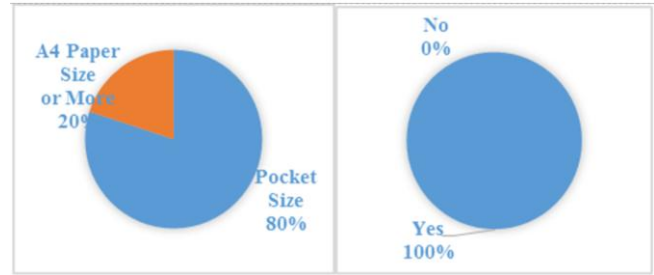


Fig. 3. The percentage diagram of size of the book notes that the preferred (left) and the percentage diagram of ownership of personal gadgets (right).

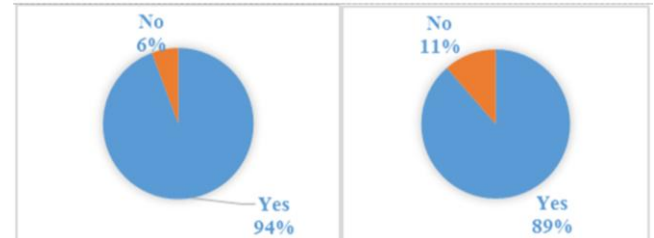


Fig. 4. The percentage diagram of level routines to access the Internet (left), and the need for tools that can help set the daily agenda (right).

Based on the above diagram can be seen that 89% of students to join the organization, which means they are in dire need of good time management. As many as 74% of students recorded more than remembering when they find great ideas, so in this they require an efficient notebook. Some 51% chose to type in the gadgets as they are required to record the state of things in a hurry. As many as 80% prefer to use a pocket-sized notebook when they were asked about the book notes. When asked about the ownership of personal gadgets, 100% have a personal gadgets. A total of 94% access the internet regularly, 89% require a tool in the management of their time. And 100% in need of IT to assist management of their daily agenda.

Organizations have been using computers to transform raw data into information for many years. A management information system is used to collect data, store, and process those data, and then present useful timely information to managers [4]. Therefore, we are not likely to gain much more time than the amount that we get today, an effort to increase the effectiveness of none other than the issue of how we can use the time wisely [5].

So they make a time management tool daily agenda Indonesian students using a specially designed book note that the authors called the Deadline note and also based IT with utilizing cloud storage and Google calendar.

B. How to Make Google Account to Google Calendar

If you have a Gmail account or Google docs, that means you have to have a Google account. It takes just a few minutes to browse the Google account to see what you do there. After creating a Google account, you can access anytime by visiting www.google.com/accounts and register [6].

- 1) Go to www.gmail.com
- 2) Follow the steps and do not forget to enter your mobile phone number if requested so that your mobile phone is connected to Google calendar
- 3) Once all the steps are followed and email/ Google account already finished so then Google calendar already can be used by clicking the menu on the top of your account
- 4) Please input your schedule in the calendar

- 5) If all the agenda already included, so be prepared to get SMS notifications from Google to remind your agenda
- 6) See Fig. 5 and Fig. 6.
- 7)

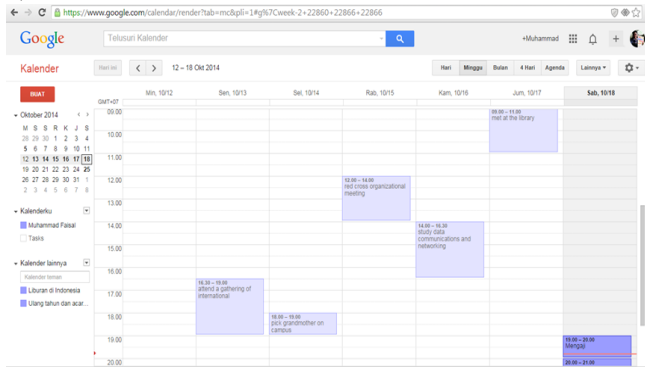


Fig. 5. The examples of Google calendar timeline.

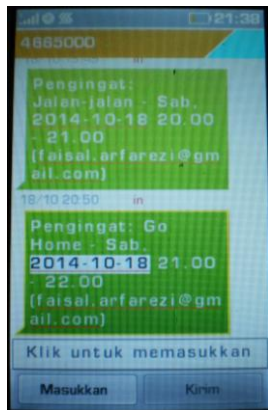


Fig. 6. The SMS notifications from Google calendar.

C. How to Make One Drive Cloud Storage

The following is how to create one drive cloud storage:

- 1) Go to www.onedrive.com
- 2) Follow the steps, you can use Google email that you have created earlier
- 3) Verify your one drive activation through the messages that will be sent to your email
- 4) One drive already can be used
- 5) Create a folder according to your needs
- 6) And input the data that you want to store in the cloud storage, seeing Fig. 7.

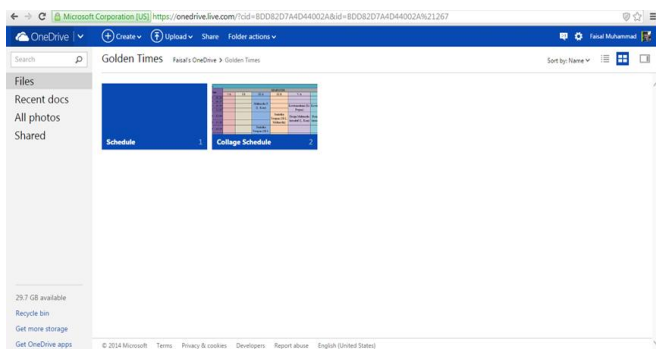


Fig. 7. The example folder of existing schedule in one drive.

D. How to Make Deadline Note

The following below how to create the deadline note:

- 1) Draw lines on a column or a pocket size A4 paper, the

column was composed of Number, Type of Code, Status of Implementation, Status of Upload, Description, Detailed Description (deadline, place, etc.).

- 2) For this type of agenda can be exemplified as follows:
 - a) A (code for scheduling)
 - i) A-1: the schedule of lectures
 - ii) A-2: the schedule of organization activities
 - iii) A-3: the schedule of non-campus
 - iv) A-4: the schedule of competition
 - b) B (code for archiving)
 - i) B-1: hard file
 - 1) B-1-1: the list of storage area
 - 2) B-1-2: the list of goods archives
 - ii) B-2: soft file
 - 1) B-2-1: document
 - 2) B-2-2: video
 - c) C (code for recording)
 - i) C-1: reminder
 - ii) C-2: the list if webs link
 - iii) C-3: phonebook
- 3) Then fill the columns according to the agendas owned. See Fig. 8.

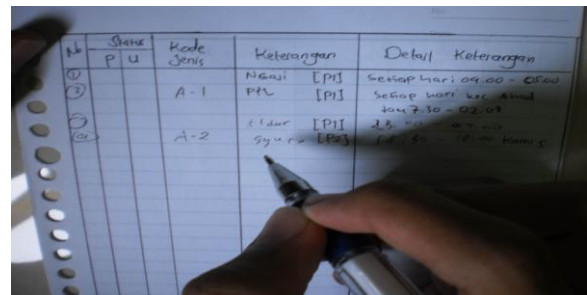


Fig. 8. The respondent was writing deadline note.

Indeed you can and even should be able to schedule your tasks, you should be able to schedule your tasks in order that you are able to use their own time effectively meets these demands. Schedule a task, not only means making a list of what is to be done and then taking it off when it has been completed it is better, than not at all [4].

IV. CONCLUSIONS

Based on the results of this research is that 89% of students join the organization, 74% chose the notes rather than recall when finding the idea, 51% chose to typing in gadgets in a hurry, 80% using a pocket-sized notebook to their agenda notebook. 100% have personal gadgets, 94% regularly access the internet, and 89% require a tool in time management. A total of 100% need to assist IT management daily agenda. Based on the results and discussion of this paper, it can be concluded that this device has given a big impact and contribution for the Indonesian students to time management. Innovation of the usage of deadlines note, cloud storage, and

Google calendar for Indonesian students can be a solution to the help full device in managing the daily agenda.

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