

A BETTER PROFESSIONAL YOU

Michael A Heroux



SOME THOUGHTS ON TIME MANAGEMENT A PRINCIPLES APPROACH

Michael A. Heroux
Senior Scientist

Center for Computing Research, Sandia National Laboratories
Scientist in Residence, St John's University, MN

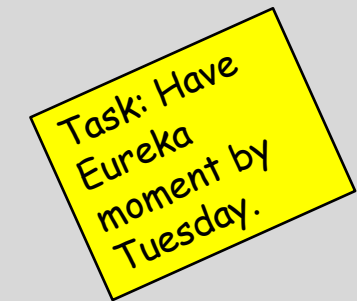
Time Multipliers

- Commit some time to Important but not Urgent work.
- Be done-done.
- Leave breadcrumbs.
- Engage in complementary multi-tasking.
- Leave slack in your schedule.
- Work with synergistic people.

- How can we do this? Consider Kanban.

Kanban principles

- Limit number of “In Progress” tasks
- Productivity improvement:
 - Optimize “flexibility vs swap overhead” balance. No overcommitting.
 - Productivity weakness exposed as bottleneck. Team must identify and fix the bottleneck.
 - Effective in R&D setting. Avoids a deadline-based approach. Deadlines are dealt with in a different way.
- Provides a board for viewing and managing issues



Basic Kanban

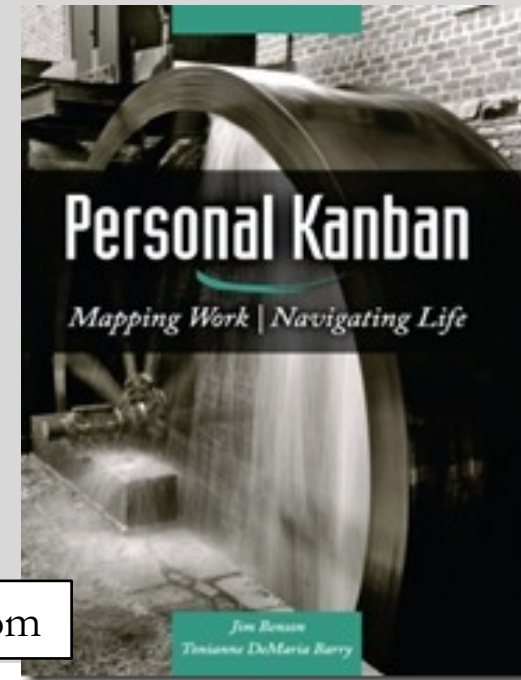
Backlog	Ready	In Progress	Done
<ul style="list-style-type: none">• Any task idea• Trim occasionally• Source for other columns	<ul style="list-style-type: none">• Task + description of how to do it.• Could be pulled when slot opens.• Typically comes from backlog.	<ul style="list-style-type: none">• Task you are working on <i>right now</i>.• The only Kanban rule: Can have only so many “In Progress” tasks.• Limit is based on experience, calibration.• Key: Work is <i>pulled</i>. You are in charge!	<ul style="list-style-type: none">• Completed tasks.• Record of your life activities.• Rate of completion is your “velocity”.

Notes:

- Ready column is not strictly required.
- Other common column: In Review
- Can be creative with columns:
 - *Waiting on Advisor Confirmation.*

Personal Kanban

- Personal Kanban: Kanban applied to one person.
 - Apply Kanban principles to your life.
 - Fully adaptable.
- Personal Kanban: Commercial book/website.
 - Useful, but not necessary.



<http://www.personalkanban.com>

Kanban Tools

- Wall, whiteboard, blackboard: Basic approach.
- Software, cloud-based:
 - Trello, JIRA, GitHub Issues.
 - Many more.
- I use Trello (browser, iPhone, iPad).
 - Can add, view, update, anytime, anywhere.
 - <https://trello.com/b/04MQXyLo/personal-work-tasks>

Big Question: How many tasks?

- Personal question.
- Approach: Start with a realistic list of what you are working on right now. See how it goes.
- Use a freeway traffic analogy:
 - Does traffic flow best when fully packed? No.
 - Same thing with your effectiveness.
- Spend time consulting board regularly.
 - Brings focus.
 - Enables reflection, retrospection.
- Use slack time effectively.

Time Multipliers

Kanban assists you with these principles:

- Commit some time to Important but not Urgent.
- Be done-done.
- Leave breadcrumbs.
- Complementary multi-tasking.
- Leave slack in your schedule.

Not this one:

- Work with synergistic people.

Importance of “In Progress” Concept for you

- Junior community members:
 - Less control over task.
 - Given by supervisor.
- In Progress column: Protects you.
 - If asked to take on another task, respond:
 - Is this important enough to become less efficient?
 - Sometimes it is.

(Personal) Productivity++ Initiative

Ask: *Is My Work* _____ ?

Productivity++

- ✓ Traceable
- ✓ In Progress
- ✓ Sustainable
- ✓ Improved

Version 1.3



<https://github.com/trilinos/Trilinos/wiki/Productivity---Initiative>

STAY SEXY
&
DON'T
GET
MURDERED

Karen Kilgariff &
Georgia Hardstark

A DUAL MEMOIR BY THE CREATORS OF THE #1 HIT PODCAST

My favorite murder

THE
DEFINITIVE
HOW-TO
GUIDE

THE **DYSLEXIC**
ADVANTAGE



SOFT SKILLS

The software developer's life manual



The
Pragmatic
Programmers

((••AUDIO BOOK••))

The Agile Samurai

How Agile Masters
Deliver
Great Software



Complementary
Multi-tasking.

make it stick



The Science of Successful Learning

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How We Learn

Professor Monisha Pasupathi
University of Utah

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Understanding the Mysteries
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How Leaders Change Teams,
Companies, and Organizations

Professor Michael A. Roberto
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Professor Malcolm W. Watson
Brandeis University



YOUR DIGITAL PRESENCE

Michael A. Heroux

Senior Scientist

Center for Computing Research, Sandia National Laboratories

Scientist in Residence, St John's University, MN

Digital Platforms for Communication

- **REMINDER: Free digital platforms are:**
 - Free as in no out-of-pocket expense, or "freemium" (pay for some features).
 - NOT free as no-cost:
 - Your information (usually anonymized) is mined and used.
 - When paired with other information outside the system, can quickly and uniquely identify you.
- Takeaway: Be careful what you share, or if you share at all.
- Having said that:
 - These platforms are useful for making others aware of you, your projects.
 - They are indispensable for distributed collaboration. Just be careful with sharing scope.

LinkedIn



- Professional Networking Site.
- Owned by Microsoft.
- Used for professional news, recruiting, community stature.
- Skills and Endorsements.
- A professional version of FaceBook.

GitHub



- GitHub is an information management and collaboration platform.
- It is useful for software projects (you know this) and much more (you may not know this).
- Formatted documents: Markdown - <https://www.markdownguide.org/cheat-sheet/>
- Types of organizations:
 - You (your GitHub ID):
 - maherou – mine (\$4/month)
 - <https://maherou.github.io>
 - Others:
 - BetterScientificSoftware: Org for advancing, well, better scientific software.
 - Multiple repos: PSIP-Tools, Trust-Tools.
 - Special repo: <https://betterscientificsoftware.github.io>
 - Collegeville: Educational org
 - <https://github.com/Collegeville>
 - Research student repos.
 - Project repos.
 - Issues-only repo: <https://github.com/Collegeville/Labora>
 - Team policy: <https://github.com/Collegeville/Labora/blob/master/TeamPolicy.md>
 - Workshop repos: <https://github.com/Collegeville/Workshops>
 - Generated website: <https://collegeville.github.io/Workshops/>

High points

- Time is precious: Manage it well, even in this early phase of your life.
- Structure your life so you are effective (character) and efficient (competent).
- Always improve: Build habits so learning is naturally part of your life.
- Seek diverse content: Needed for big picture thinking.
- Establish (or not) your online presence.

Challenge One

- Create your own GitHub pages website:
 - Start from an existing site you like:
 - Fork it
 - Rename it to github-id.github.io (example maherou.github.io)
 - Clone it (recommend using GitHub Desktop Client)
 - Edit using:
 - GitHub web-based editor (for small changes or creating a new file)
 - Atom (downloadable and integrated with GitHub Desktop Client)
 - VS Code (my new favorite Markdown editor)
 - Commit back to main GitHub repo
 - Make sure GitHub pages features are enabled for the repo in Settings
 - Wait for it to compile (automaticall done using Jekyll)
 - View the site at <https://github-id.github.io>

Challenge Two

- Create a LinkedIn account
- Add bio, experience, interests
- Invite people to connect (you can invite me, I will accept)
- Consider doing skills tests, getting recommendations, ...