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Intro
Darren. Amsys for 9 years Consultancy for 3–4 years.
Most work in Deployment, Management and Integration

Fairly reasonable experience in:
Munki, Auto PKG and JAMF's Casper.

Time Management: My Experience

Here to chat about Time Management: My Experience.

One of the big issues I came across, especially over the last few years is my personal time Management.

Found myself occasionally forgetting events, tasks. I felt like I was trying to juggle thinking of the last project, the current project and the next project, the next project etc etc.

Time Management: My Experience

Around the same time I caught some of the Penn State Mac Admins videos,

Recommend you check these out on their site or youtube. Cannot recommend enough. At least one of those speakers are here tonight, Graham Gilbert.

One particular talk caught my eye. Vanessa White's Load Balancing for Humans

Load Balancing for Humans by Vanessa White

@macgirl84

<http://tinyurl.com/Load-Humans>

Great video, talking about managing yourself and your fellow techies, users and colleagues.

she based the talk on four main areas:

Number 1: Know your users

This includes things like:

- knowing what they need to do their job.
- Knowing how to speak their language (not patronising!)
- Knowing their crunch times

Understanding your users should mean less urgent requests / issues popping up and less stress

Number 2: Enjoy your work

Keeping yourself interested and motivated.

- Challenge yourself

- Learn new skills

Ways to make it fun

- Banter – The Inbetweeners 2?

- Games

- Hobbies

- Exercise

Number 3: Know your limits

You are not all powerful, with limitless memory.

Documentation

To Do Lists

Calendar for appointments

Again Helps to lower stress

Number 4: Learn to cope

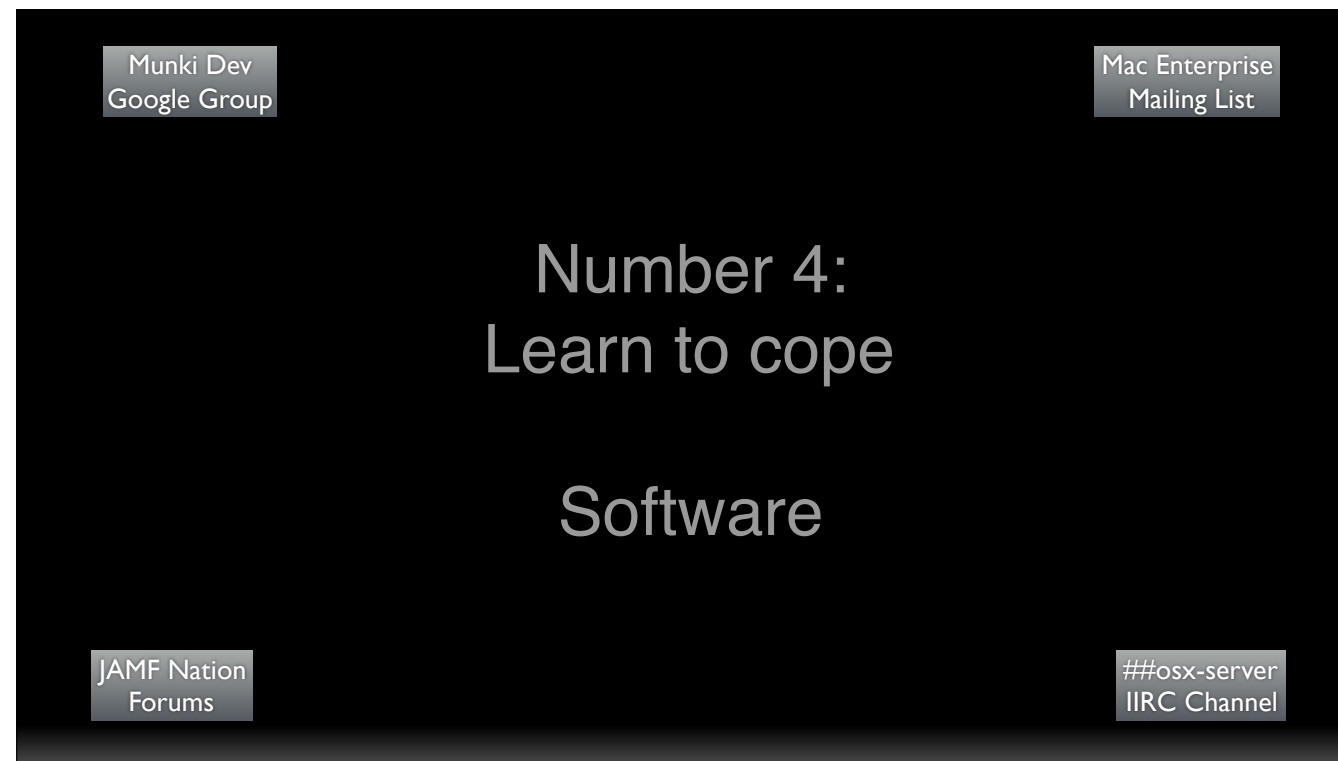
Not Suck it up and get on with it.
Broken into three key areas:

Number 4: Learn to cope

People

Co-Workers, customers, Management.

Words of Adam Hill – "Don't be a dick"
Kind and compassionate.
Banter (where appropriate)
and HR Policies – where really needed.
(see point 1)



Use the Community

- Apple has a great community
- Munki Dev, Mac Enterprise Mailing List, JAMF Nation. IIRC ##osx-server

Tools:

Munki, AutoPKG, AutoDMG, Casper etc etc

Number 4: Learn to cope

Hardware

Printers – Lease them if possible
Use Apple for H/W on apple kit

Either buy / pay for quality or replaceability (but also buy a spare!)

Other recommendations

One recommendation from Vanessa (in fact its recommended many times!) is a specific book.

Time Management for System Administrators

by
Thomas Limoncelli

ISBN: 0596007833

<http://tinyurl.com/TM-Sys-Admins>

I also decided to pick this up and give it a read.

It's a great book, written like most time management books but with a large twist, in that it's written specifically for people in IT support roles, specifically Sys Admins. It's written with a little humour and some helpful tech related comparisons

Highly recommend reading it. possibly buy it physical copy and have it by your desk to refer back to.



Back to Me!

As a result from the Video and book,
I'm now trying to use my calendars a lot more, as well as spending some money on copies of Omni focus 2 for iOS and Mac OS X to help manage my tasks and to do lists and get them out of my brain!



Thanks!

Thanks for your time, and patience!

I'd like to hear from others, both internally and external Mac Admins regarding your techniques for Time Management (and staying sane!)