



# Get Sh\*t done in IT

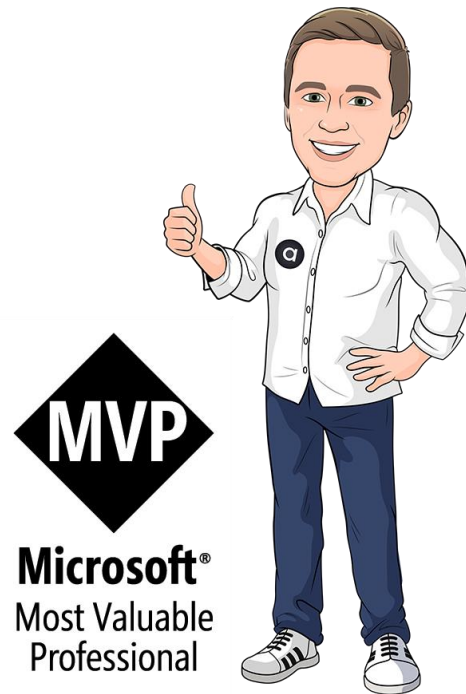
Michael Seidl

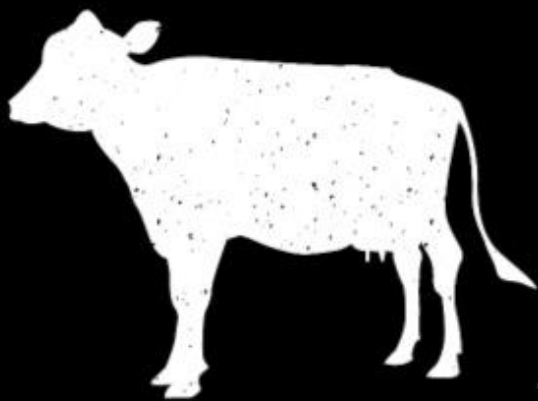
Automation Consultant, CEO @ au2mator



# Michael Seidl

- **Microsoft MVP (since 2015)**
- **Automation Consultant (10+ Years)**
- **Founder, CEO | au2mator**
- **Self-Service Portal for Microsoft Automation**
- **Blog: [www.techguy.at](http://www.techguy.at) | [www.au2mator.com](http://www.au2mator.com)**
- **GitHub: [github/seidlm](https://github.com/seidlm) | [github/au2mator](https://github.com/au2mator)**
- **LinkedIn/in/SeidLM**
- **Father of 2 Sons**





**AUSTRIA NOT  
AUSTRALIA**



**AUSTRIA**

**WE ARE HERE**

**NOT AUSTRIA**



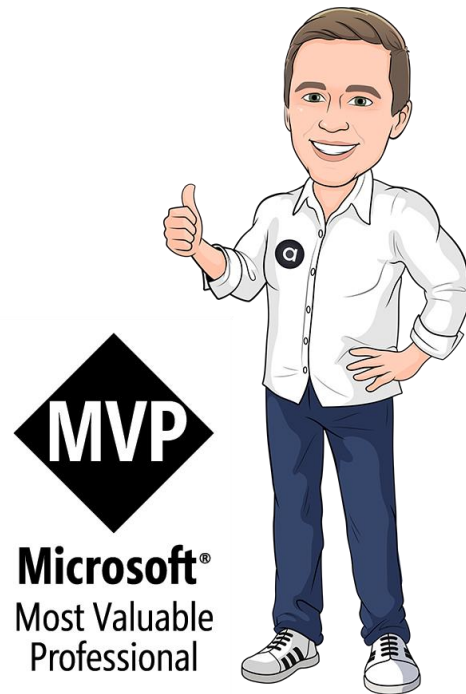
**Austria**  
**No kangaroos -**  
**only kuhlmuhs**

#weareaustria



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# 1: Single Source of Sh\*t (SSoS)





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- Single Source of Sh\*t (Focus)
- Find your System/Way
- Brain Memory need Resource for thinking/processing, not storing





## 2: Zero Inbox







## 2: Zero Inbox

- Read the Mail
- Decide if and what To-Do
  - DO it Now (up to 5 minutes, Remove from Inbox)
  - DO it later (do not keep the Mail in Inbox - SSoS)
  - DELEGATE the Mail (remove from Inbox)
  - WAIT or INFO (Remove from Inbox, CC)



## 2: ZERO INBOX

- Answer 24 Hours
- Information -> Mail
  - Mail is not urgent
- Urgent -> Messaging
  - Respect time of others
- Really Urgent -> Call



### 3: Plan your Day/Week/Month/Year...







# 3: Plan your Day/Week/Month/Year...

- Once/ Twice a week
  - Inbox (daily)
  - Plan
  - 1-2 Weeks
  - Rest
- Once a Month
  - Plan next 1-2 Month
- 1-2 a Year
  - Cleanup
  - Plan more

## 4: Meetinas





# 4: Meetings

- Problem-solving meetings
- Team Meeting
- Brainstorm Meetings
- Onboarding Meetings
- Jour Fix
- Standups
- Sit Downs
- Kickoff Meetings
- Workshops
- Scrum meeting
- Feedback meeting
- Walking meeting
- Project Meeting
- All-hands meeting
- ....
- ....



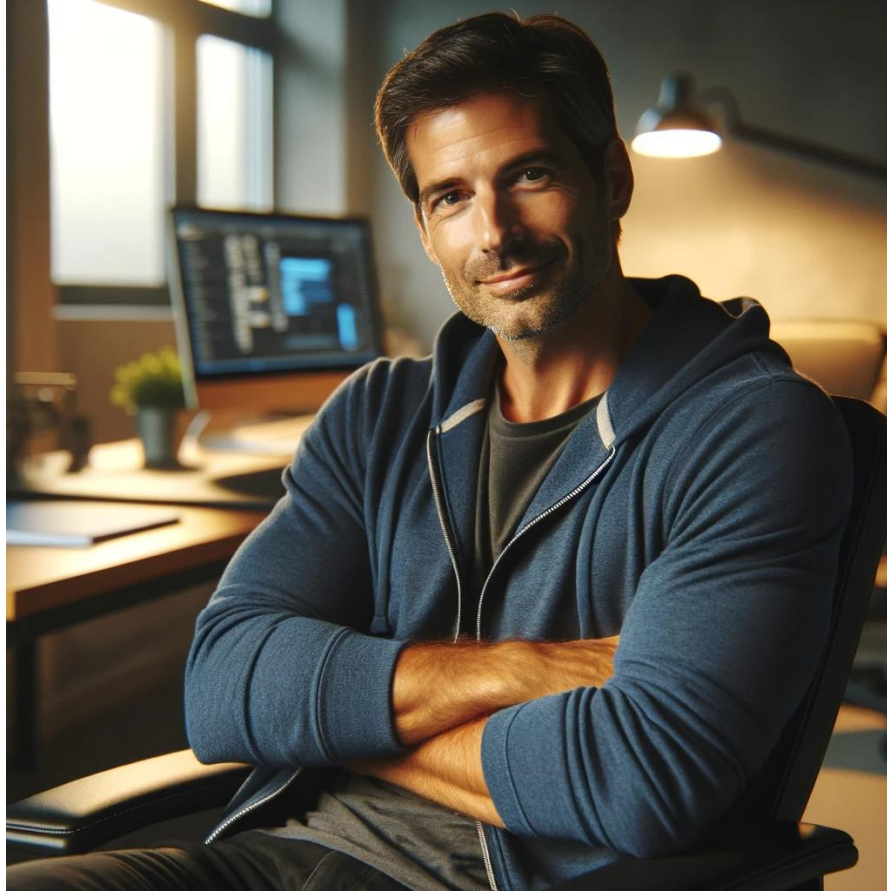
# 4: Meetings

- Leave/Decline if not needed
- Invite with Description/Outcome
  - Request
- Tasks/Outcome
  - What, Who, When





# 5: Journal





# 5: Journal

- Stop 5-10 Minutes before
- Not Time, see DONE in SSOS
- Find Time



# 6: Automate / AI





# 7: MORE

- Agile
- Eisenhower Matrix
- 80/20
- Better done than perfect
- Eat the Frog
- Pomodoro
- Waterfall
- Lean
- Scrum
- Kanban
- Ivy Lee Method
- Multi-Tasking/SingleTasking
- ...
- ...





Do what you love  
and everything gets easier!



# Get Sh\*t done in IT

Be more productive in IT





# Thank You!

Venue Partner



Gold Partner



Silver Partner



Shoutout!





# Community Partners

