

GRACE HOPPER CELEBRATION



ANITA
B.ORG

A Balancing Act: How to Define Your Priorities and Be Your Most Productive Self

Are you consistently exhausted at the end of the week? Never have enough time to run errands or meet with friends? If so, you may be too busy. Or it's possible that you just haven't found the right balance.

Join this tech meetup and learn how to reach your goals, prioritize your well-being, find balance both at home and work, and discover strategies to be your happiest and most productive self.

agenda

○ INTRO

○ GOALS & PRIORITIES

○ WHAT'S IN SCOPE?

○ ESTIMATION & SPRINTS

○ BOUNDARIES & BALANCE

○ CONCLUSION

Sounds like a tech project, no? 🤔

about me



- Computer Science faculty at **Seattle University**
- **Director**, Computer Science Fundamentals Certificate Program
- Previous experience as a technology consultant, software engineering manager, and director of operations
- Community leader of **Seattle AnitaB.org**
- Committee chair and organizer of 2017 and 2019 **Hopperx1 Seattle**
- Board member of **Live Music Project**
- **For fun?** Music, dance, hiking, reading

 [linkedin.com/in/sheilaoh](https://www.linkedin.com/in/sheilaoh)

 [@terpsikorea](https://twitter.com/terpsikorea)

(ME == 2017)

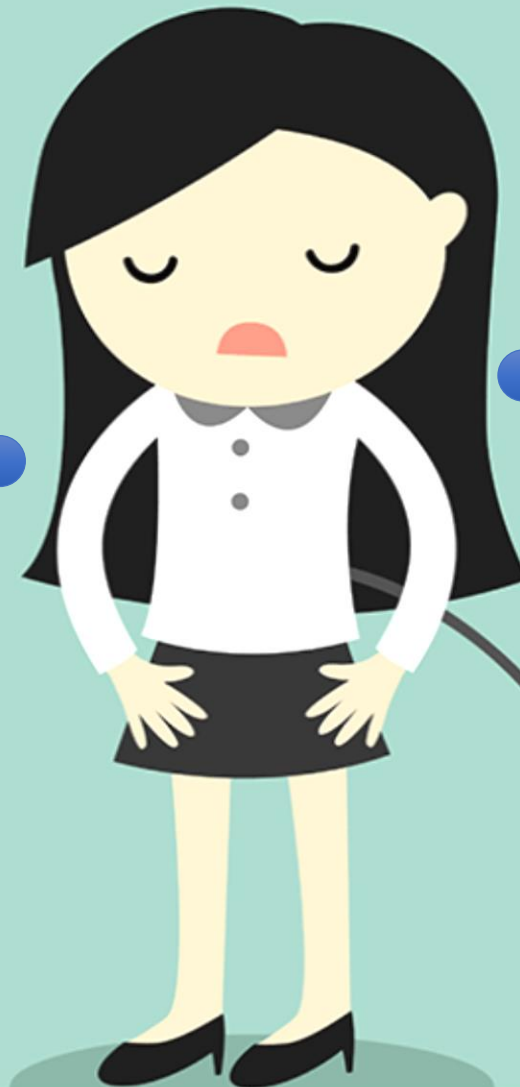


I'M STRESSED!

I'M BUSY!
I'M TIRED!

LIFE IS CRAZY
RIGHT NOW!

I WON'T HAVE
TIME UNTIL
NEXT MONTH!





too busy?

(results may vary)

- Don't have time to think, create, or be intentional
- Increased stress, lack of energy, eating and sleeping poorly
- A new opportunity is met with dread instead of excitement
- Can't remember the last time you spent time with friends & family
- There is no empty space in your calendar
- Your work output is suffering, higher number of mistakes, not being a team player

the facts...

- Employees who consistently work 60 hours a week are less productive than employees working 40 hours a week
- Physical and mental effects of overworking can have costly negative side-effects including an increase in mistakes and decrease in creativity and optimization
- Software developers spend just 41% of their time doing software development; up to 80% of productivity is lost due to context switching
- Your job responsibilities may increase; however, your job description (and possibly pay/position) may not be appropriately updated
- As a female-identifying tech employee, there is a higher likelihood of emotional labor that is expected at work

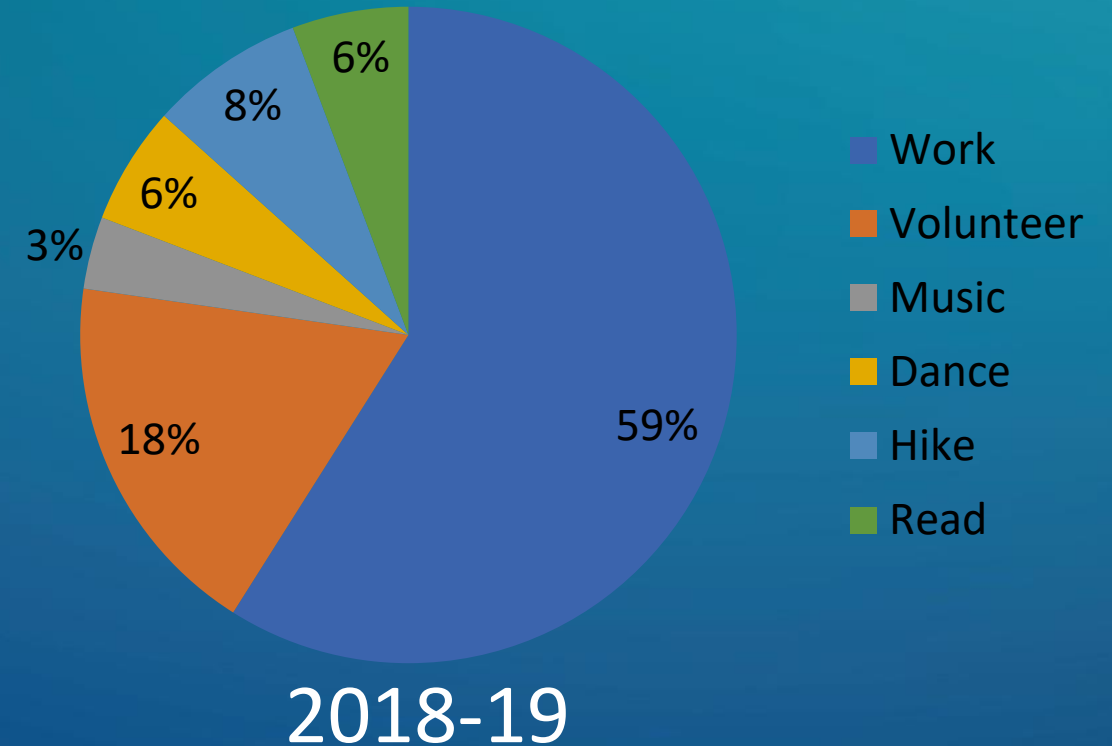
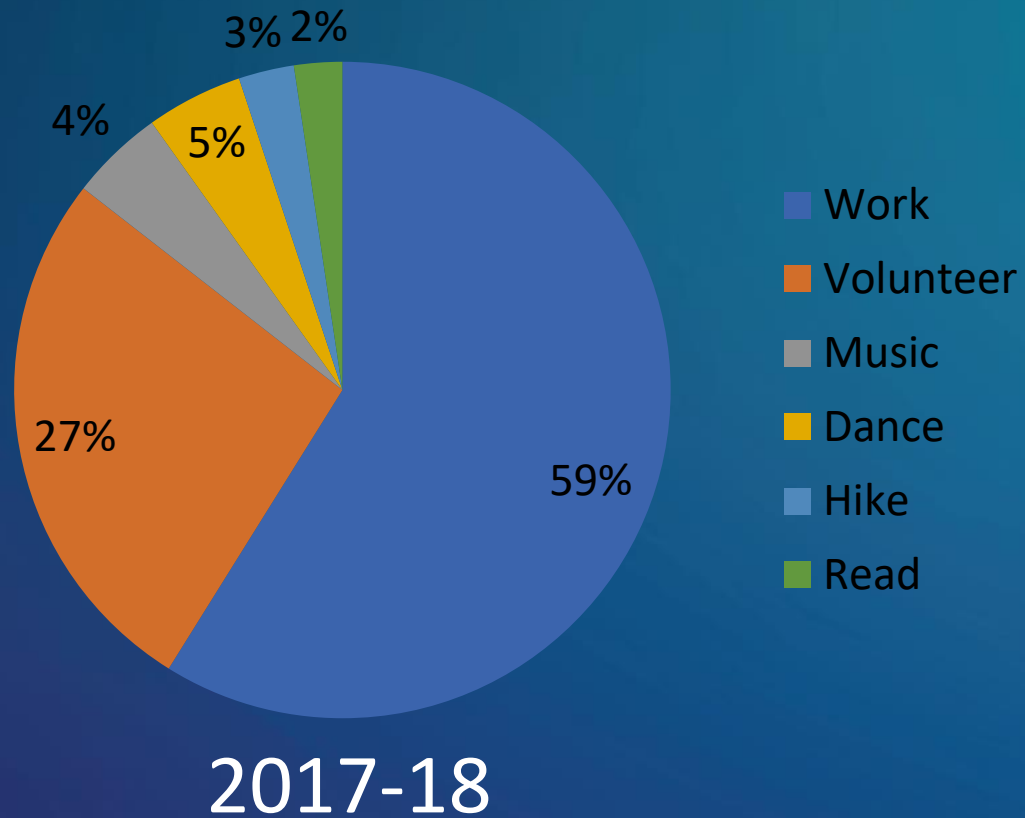


possible solutions

(results may still vary)

- Marie Kondo your calendar: does this activity bring you joy?
- Prioritize exercise, sleep, self-care (and schedule it, if needed)
- Slow down and be intentional with how you're spending time
- Breathe, take a walk, put your cell phone away (truly disconnect!)
- Schedule free days in advance and create OOO events in your calendar
- Say "no" more often

how I spent my time...



the good 👍

- SET BOUNDARIES
- LEARNED TO SAY NO (OR) YES, AND...
- PRIORITIZED SELF-CARE

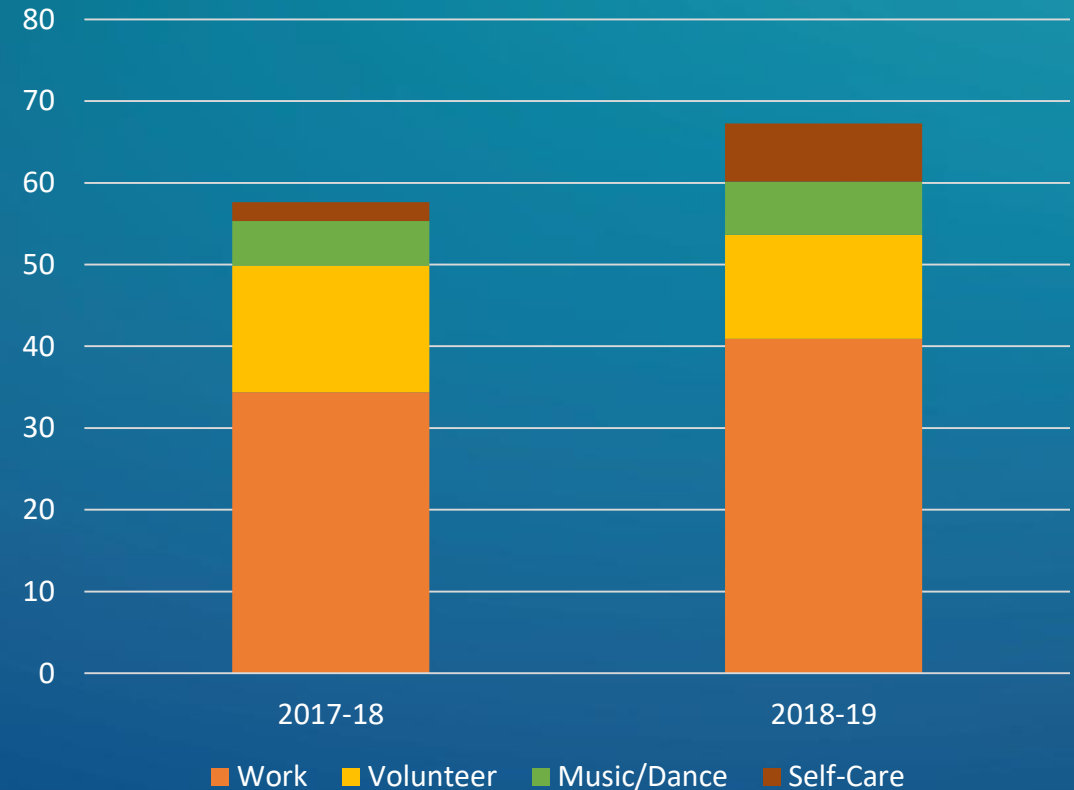
the not so good 👎

- DID NOT ESTIMATE TIME WELL
- DID NOT HANDLE SCOPE CREEP WELL
- STILL TIRED & STRESSED

The data doesn't represent the entire picture!

analysis & results

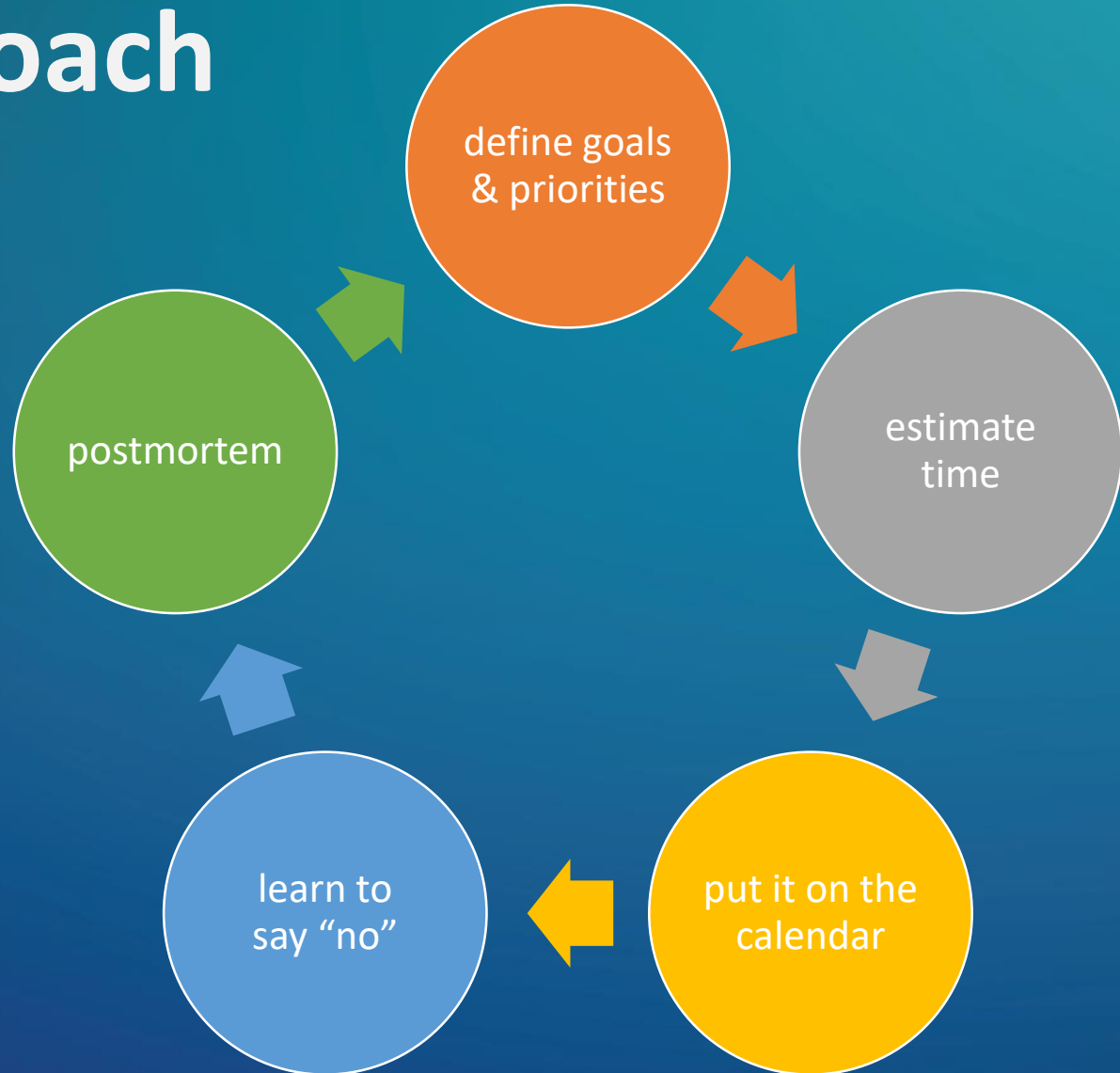
- The number of hours spent on these activities was more (on average, 10 hours more per week!)
- Added self-care on top of (instead of in lieu of) my other activities
- Did not enforce healthy boundaries consistently; when work activities took more time and energy than anticipated, I did not adjust appropriately

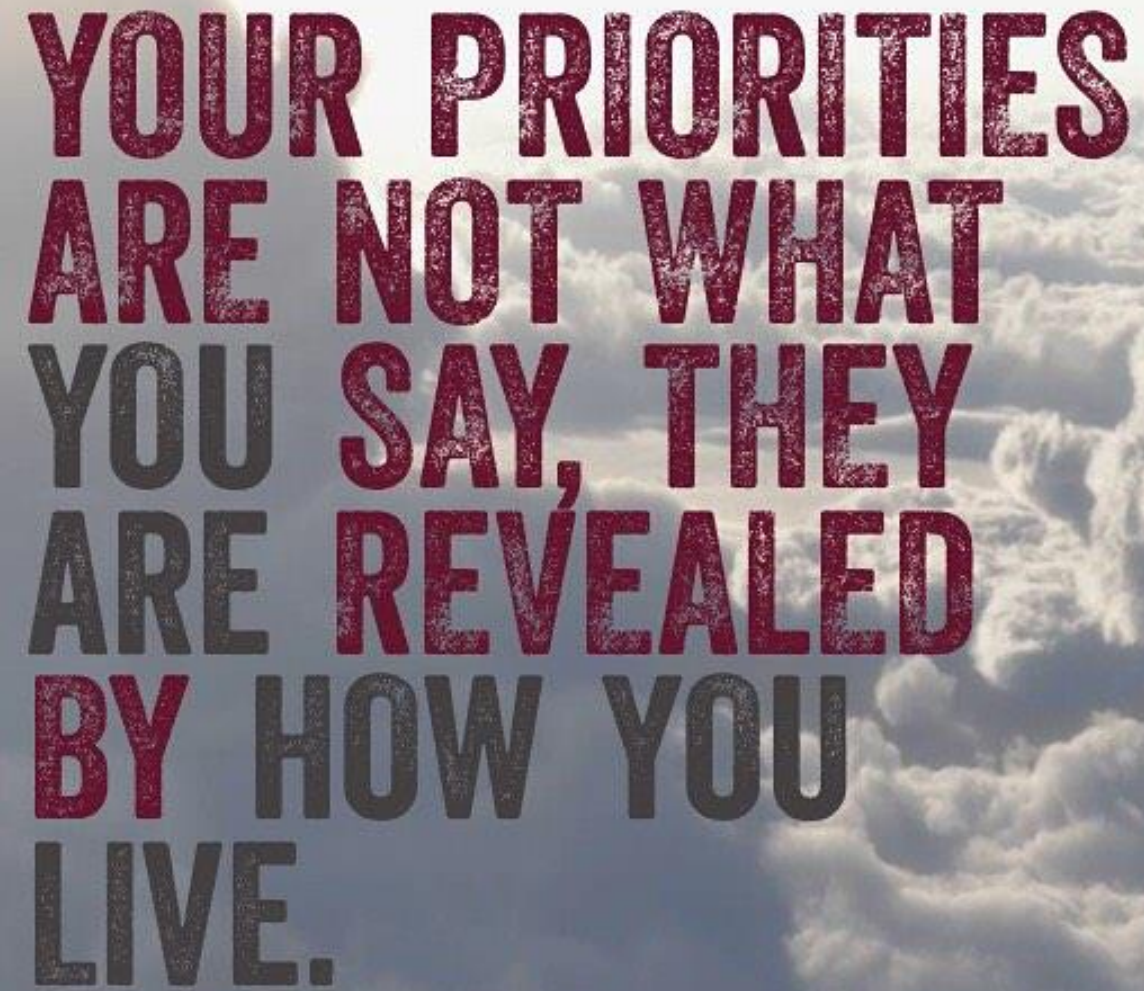


an iterative approach

(defining your sprints)

- Re-define your goals and priorities every quarter
- If circumstances change, adjust estimates
- Have a contingency plan – what happens if you have an emergency or not able to prioritize the things you're normally able to prioritize?





**YOUR PRIORITIES
ARE NOT WHAT
YOU SAY, THEY
ARE REVEALED
BY HOW YOU
LIVE.**

UNKNOWN

priorities

(what's in scope?)

- Define your priorities? What's most important to you?
- What are your personal and professional goals?
- How do you measure personal and professional success/failure?

prioritization activity



HAPPY

What activities make you happy and/or fulfilled?



HEALTHY

What activities make you healthy and contribute to your mental and physical well-being?



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What activities make you money, allow you to pay bills and other expenses?

calendar activity

(creating realistic estimates of your time)

- How many hours do you need to sleep each night (ideally)?
- How much time do you spend getting ready every morning?
- How many hours do you spend at work, including commute time?
- How much time do you spend making & eating meals?
- How much time do you spend on exercise & leisure activities (ideally)?
- How much down-time do you need each day (ideally)?

CALENDAR ACTIVITY							
	SUN	MON	TUES	WED	THUR	FRI	SAT
12:00 AM	Sleep						
12:30 AM							
1:00 AM							
1:30 AM							
2:00 AM							
2:30 AM							
3:00 AM							
3:30 AM							
4:00 AM							
4:30 AM							
5:00 AM							
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM	Breakfast & get ready	Breakfast & get ready	Breakfast & get ready	Breakfast & get ready	Breakfast & get ready	Breakfast & get ready	Breakfast & get ready
8:30 AM	Free time	Work	Work	Free time	Work	Work	Free time
9:00 AM	Free time	Work	Work	Free time	Work	Work	Free time
9:30 AM	Free time	Work	Work	Free time	Work	Work	Free time
10:00 AM	Free time	Work	Work	Free time	Work	Work	Free time
10:30 AM	Free time	Work	Work	Free time	Work	Work	Free time
11:00 AM	Free time	Work	Work	Free time	Work	Work	Free time
11:30 AM	Free time	Work	Work	Free time	Work	Work	Free time
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 PM	Free time	Free time	Office hours & class	Free time	Free time	Free time	Free time
1:00 PM	Work	Work	Office hours & class	Free time	Free time	Work	Work (if needed)
1:30 PM	Work	Work	Office hours & class	Free time	Snack	Work	Work (if needed)
2:00 PM	Work	Work	Office hours & class	Free time	Free time	Work	Work (if needed)
2:30 PM	Work	Work	Office hours & class	Free time	Free time	Work	Work (if needed)
3:00 PM	Dance	Break	Office hours & class	Free time	Free time	Break	Break
3:30 PM	Dance	Work	Office hours & class	Free time	Free time	Work (if needed)	Work (if needed)
4:00 PM	Dance	Work	Office hours & class	Dinner	Office hours & class	Work (if needed)	Work (if needed)
4:30 PM	Dance	Work	Office hours & class	Dinner	Office hours & class	Work (if needed)	Work (if needed)
5:00 PM	Dance	Work	Office hours & class	Dinner	Office hours & class	Work (if needed)	Work (if needed)
5:30 PM	Dance	Work	Office hours & class	Dinner	Office hours & class	Work (if needed)	Work (if needed)
6:00 PM	Dance	Work	Office hours & class	Dinner	Office hours & class	Work (if needed)	Work (if needed)
6:30 PM	Dinner	Dinner	Dinner	Orchestra	Office hours & class	Dinner	Dinner
7:00 PM	Dinner	Dinner	Dinner	Orchestra	Office hours & class	Dinner	Dinner
7:30 PM	Dinner	Dinner	Dinner	Orchestra	Office hours & class	Dinner	Dinner
8:00 PM	Work (if needed)	Free time	Free time	Orchestra	Office hours & class	Free time	Free time
8:30 PM	Work (if needed)	Free time	Free time	Orchestra	Office hours & class	Free time	Free time
9:00 PM	Work (if needed)	Free time	Free time	Orchestra	Office hours & class	Free time	Free time
9:30 PM	Work (if needed)	Free time	Free time	Orchestra	Office hours & class	Free time	Free time
10:00 PM	Free time	Free time	Free time	Free time	Dinner	Free time	Free time
10:30 PM	Free time	Free time	Free time	Free time	Free time	Free time	Free time
11:00 PM	Free time	Free time	Free time	Free time	Free time	Free time	Free time
11:30 PM	Free time	Free time	Free time	Free time	Free time	Free time	Free time

the art of saying “no”

- Take time to consider (i.e. I’ll let you know...)
- Gather more information and quantify the work
- Create boundaries and understand consequences
- Negotiate priorities (i.e. Yes, and...)
- Offer alternatives (i.e. No, and...)
- Ask for help

Give yourself permission to say “no”

saying “no” activity

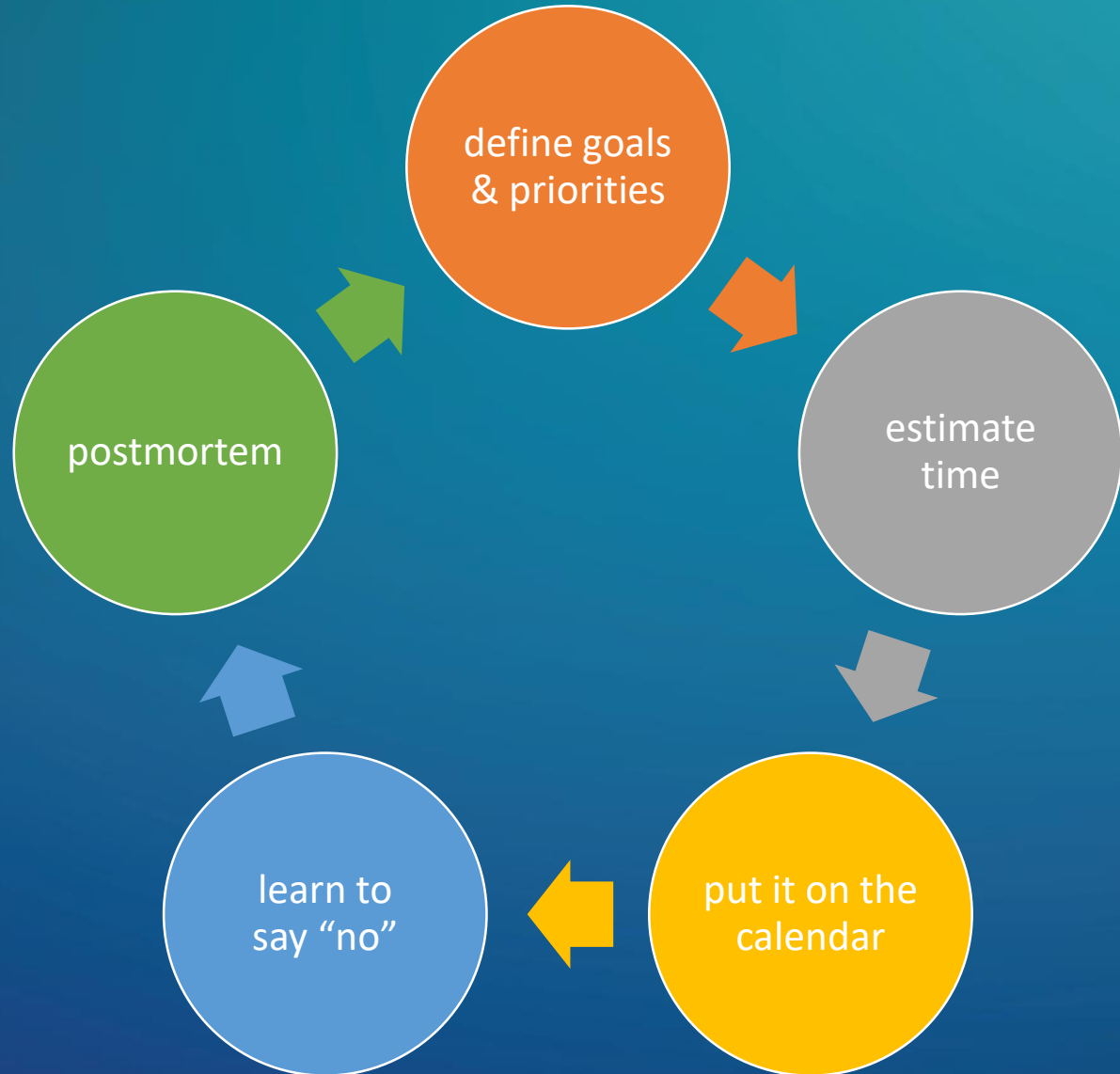


- When was the last time you said “no”?
- Why don’t you say “no” (i.e. what are your motivations or barriers)?
- Give a scenario where you’ve said “yes” when you meant “no”. How would you have handled things differently?

take-away(s)

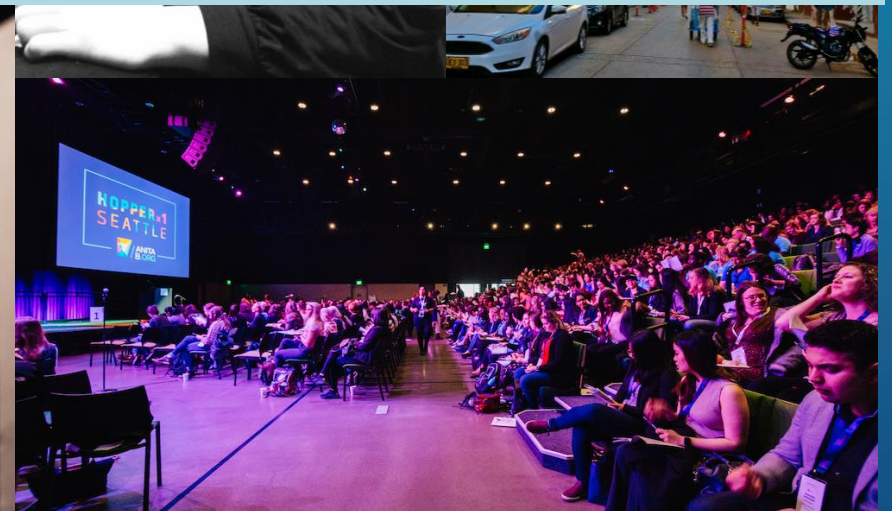
(the first step is that you're here!)

- There are no silver bullet; there are only 24 hours in a day
- Prioritization and finding balance will always be a work in progress
- Things can get better as long as you're realistic, intentional, and keep your priorities and goals at the fore





Living my happiest, most productive life



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complete the session survey
in the mobile app.

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@terpsikorea



linkedin.com/in/sheilaoh

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CELEBRATION



#GHC19