

The Balanced Calendar

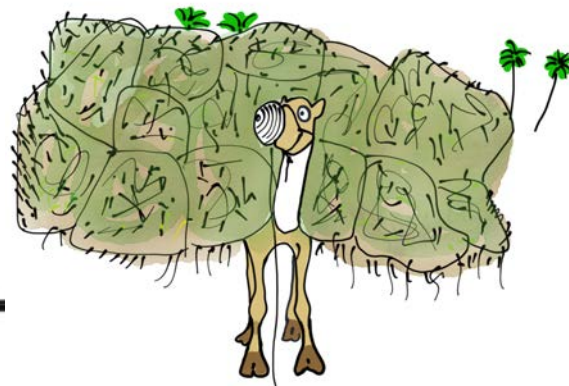
How to *optimize* your time

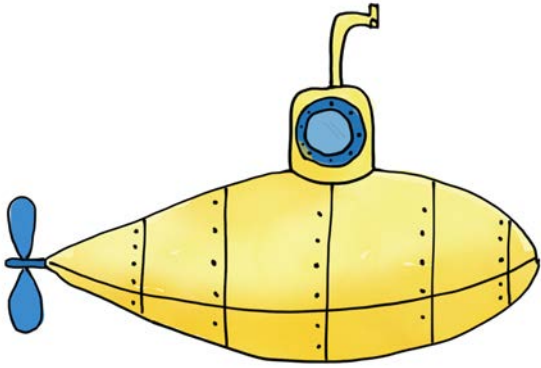
Dominica DeGrandis  TASKTOP

TEAM PAIN

- Too many interruptions - can't focus
- Conflicting priorities - everything is a Priority one !
- Too many meetings
- No time for internal process improvements
- Too many different tools !
- Every reorg brings another process method.

- Burnout





Agenda

- Address the too-many-meetings complaint
- Provide some ways for you to optimize your time
- How to get buy in from the boss to do so



Paula Thrasher

@paula_thrasher

Following



I love having 5 meetings scheduled at the same time - over my lunch break - said no one ever ...

8:50 AM - 14 Sep 2017

3 Likes



2



3



Tweet your reply



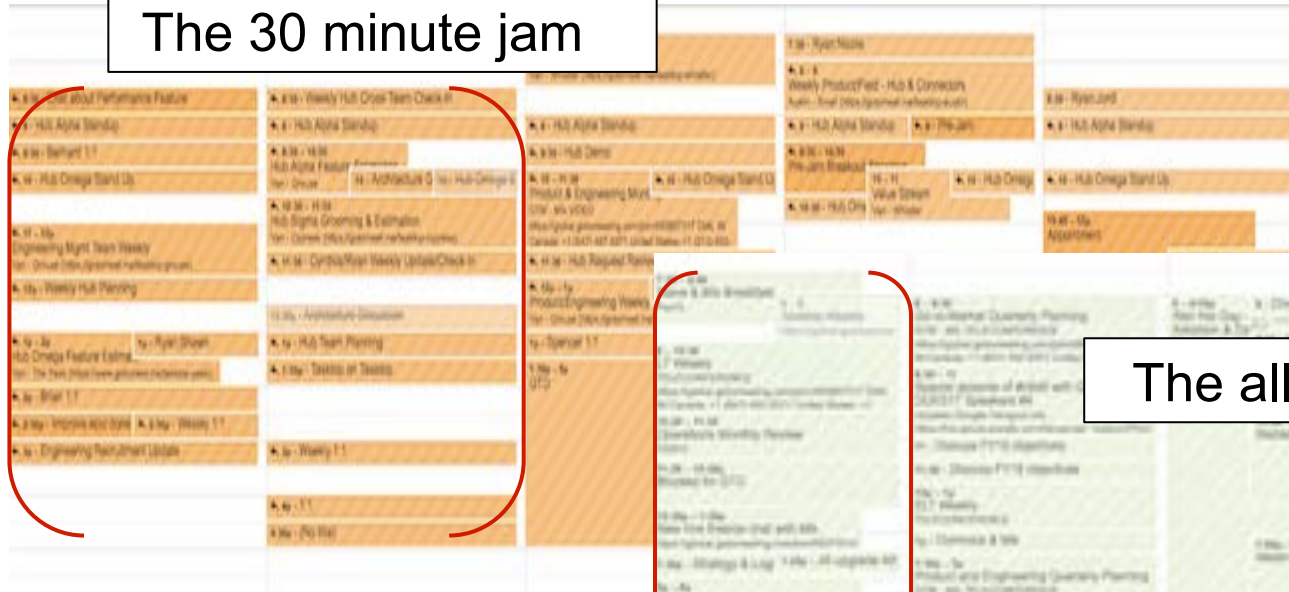
LiliTree ★ @Lilitree · Nov 2



Replying to @paula_thrasher

This is my life, starting at 7 am.

The 30 minute jam



The all day cram



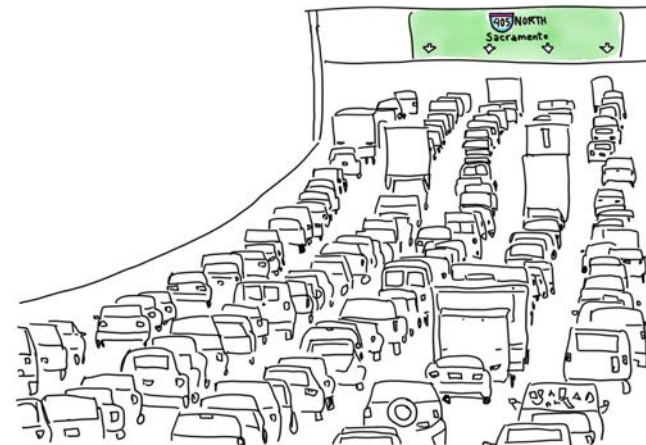
The triple booked wham



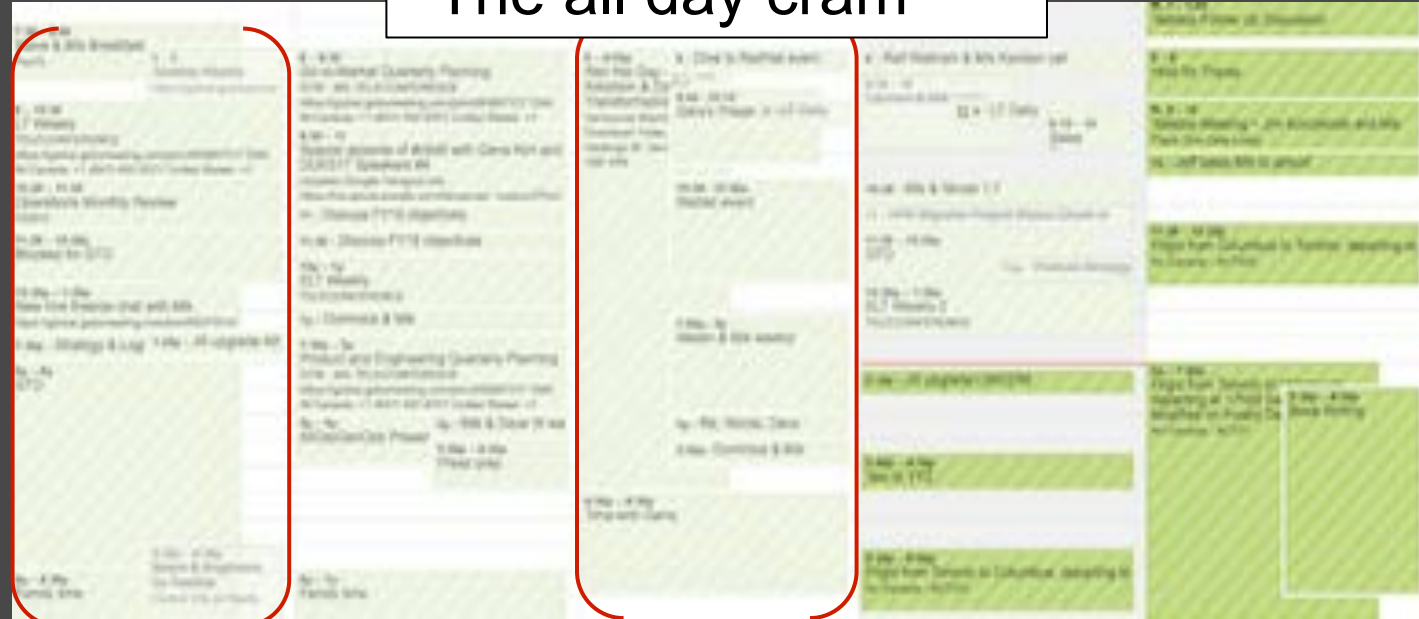
The 30 minute jam



10 meetings a day - perpetual stop and go - exacerbates context switching

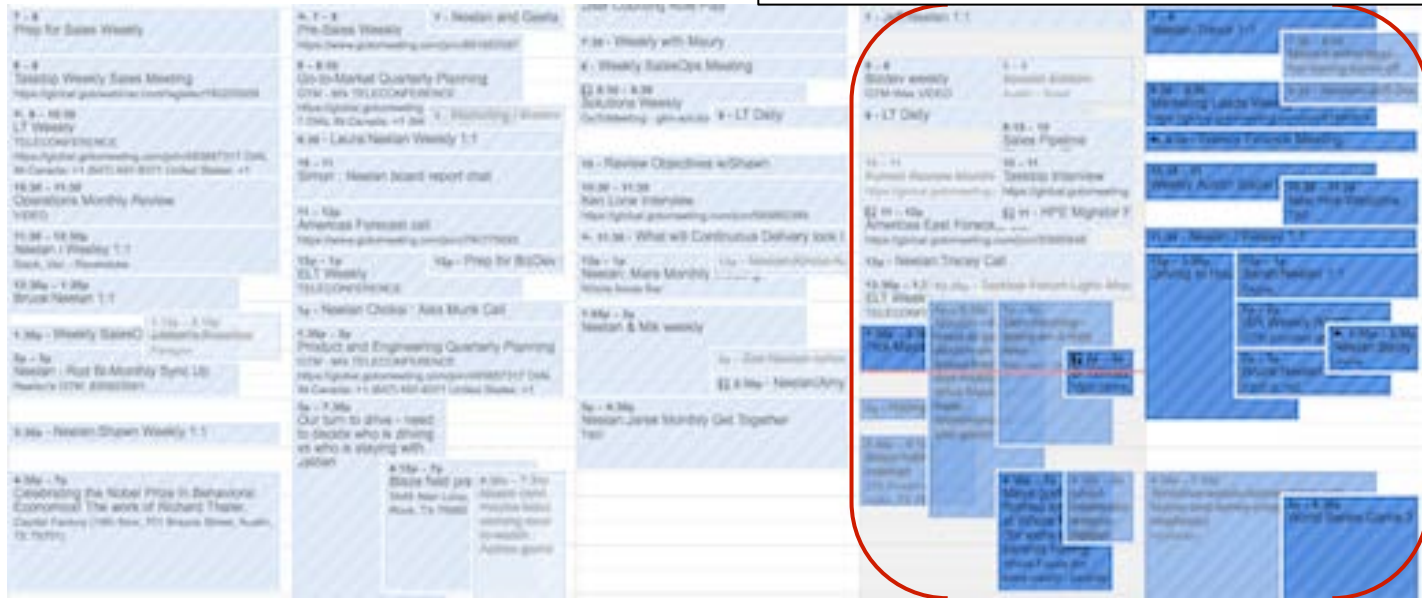


The all day cram

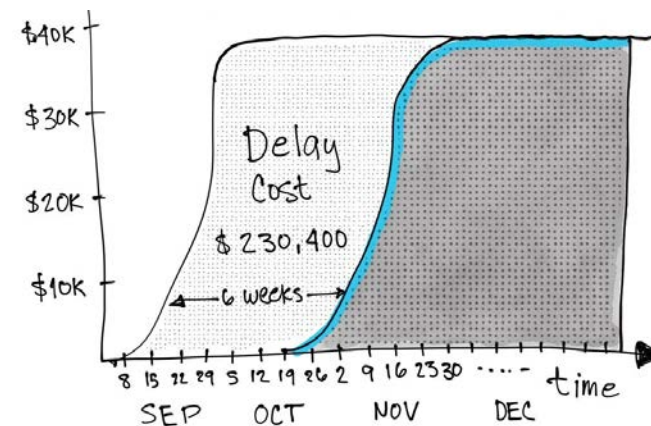


Back-to-back 7am to 7pm meetings leave zero flexible time
– no room for unexpected important urgent work

The triple booked wham



A canceled meeting creates rework – which has a cost



3 Calendar solutions

1. Maker calendar: Creative people (developers, designers, writers)
2. Manager calendar: Decision makers
3. Combo calendar: People who do both

<http://www.paulgraham.com/makersschedule.html>

Maker calendar

	Mon	Tue	Wed	Thurs	Fri
8am					
9	Arch planning	stand	1:1 Sarah	stand	OPS Review
10			Design sync		
11	D1	D1	D1	D1	D1
noon					
1pm	lunch	lunch	learning	lunch	team lunch
2	All Hands	Demo		Review	
3					
4	D2	D2	D2	D2	D2
5					
6	Pick up kids	DevOps Meetup	pick up kids	Pick up kids	
7	family		family	family	Beer

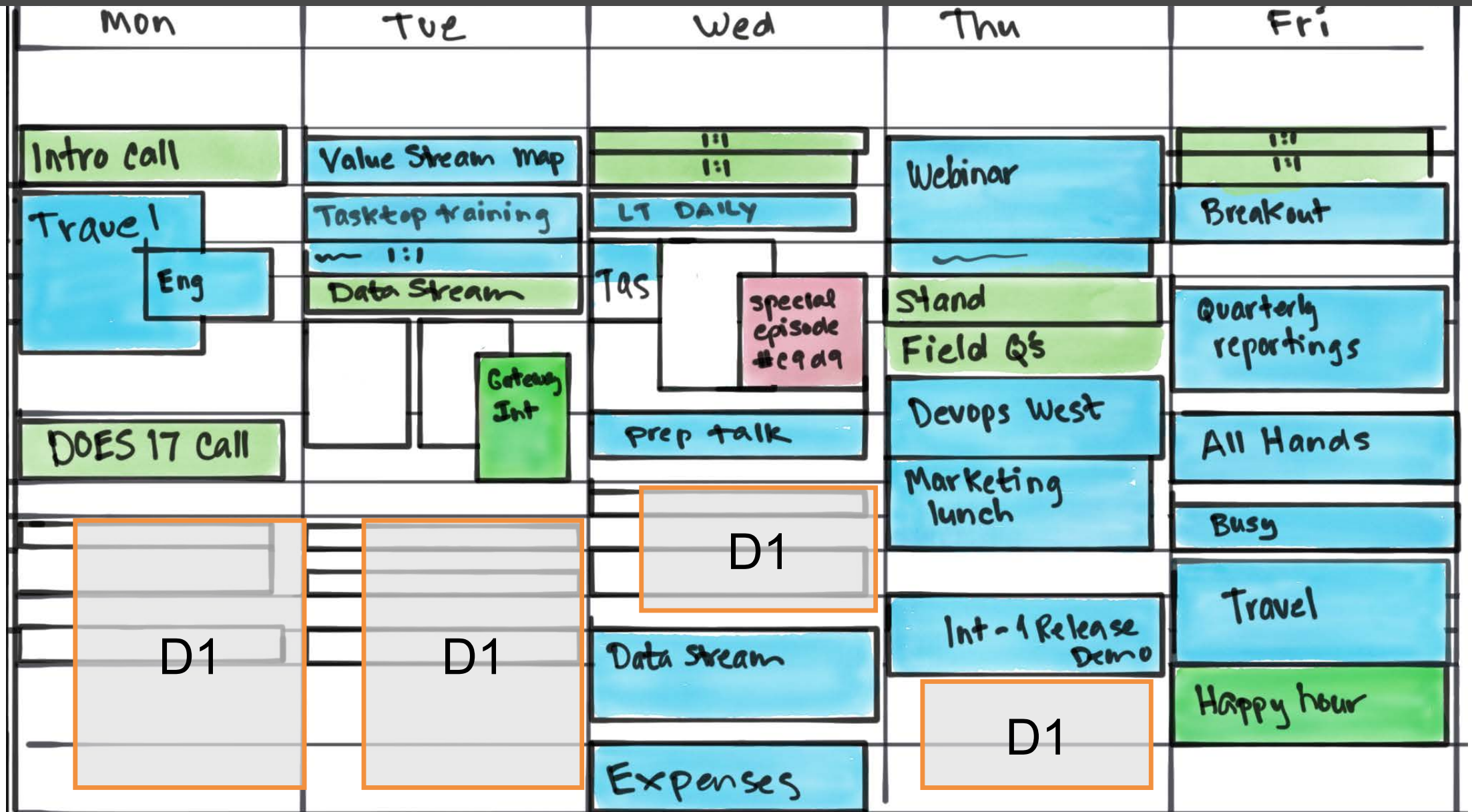
Manager calendar

	Mon	Tue	Wed	Thur	Fri
7am			phone briefing	Shanghai call	
8am	DND	DND	DND	DND	DND
9am	LT Weekly		LT Daily		
10		Go to Market	Prod & Eng Monthly	ELT	DPs Review
11	ops monthly planning		Internal call	CEO/VP MKTG	
12		ELT Weekly		CEO/CFO weekly	
1pm	All Hands		conf review	CEO/VP Product	
2pm		CEO & COO Weekly			D↓
3pm	interview #1	CEO & VP Eng	D↓	D↓	
4pm	interview #2				Happy Hour
5pm	Debrief				
6pm	Trans mtg				
7pm	family	family	family	family	
8pm					
9pm	DND	DND	DND	DND	

Combo calendar - before

Mon	Tue	Wed	Thu	Fri
	Value Stream map		Webinar	
Travel	Tasktop training ~ 1:1	LT DAILY		Breakout
Eng		TAS		Quarterly reportings
	DOES	Demo Time		
	Enter Data Stream	special episode #c9d9		
	Gateway Int	Sol	Devops West	All Hands
Intro call		Prep talk	Marketing lunch	Busy
~ 1:1	~ 1:1	~ 1:1		
~ 1:1	~ 1:1	Field Q's		Travel
Stand	Stand	Data Stream	Int - 1 Release Demo	Happy hour
		Expenses		

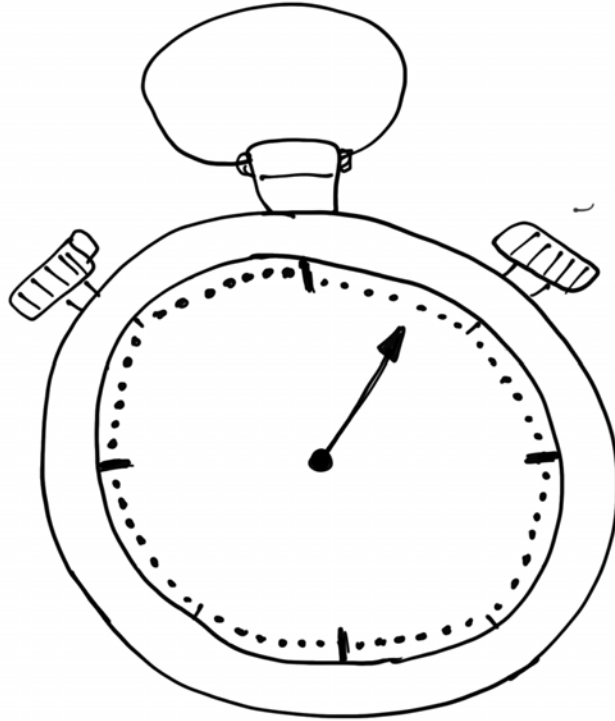
Combo calendar - after



3 Interruption busters to help you optimize time

1. Pomodoros
2. Do Not Disturb hours
3. Office hours

Pomodoros

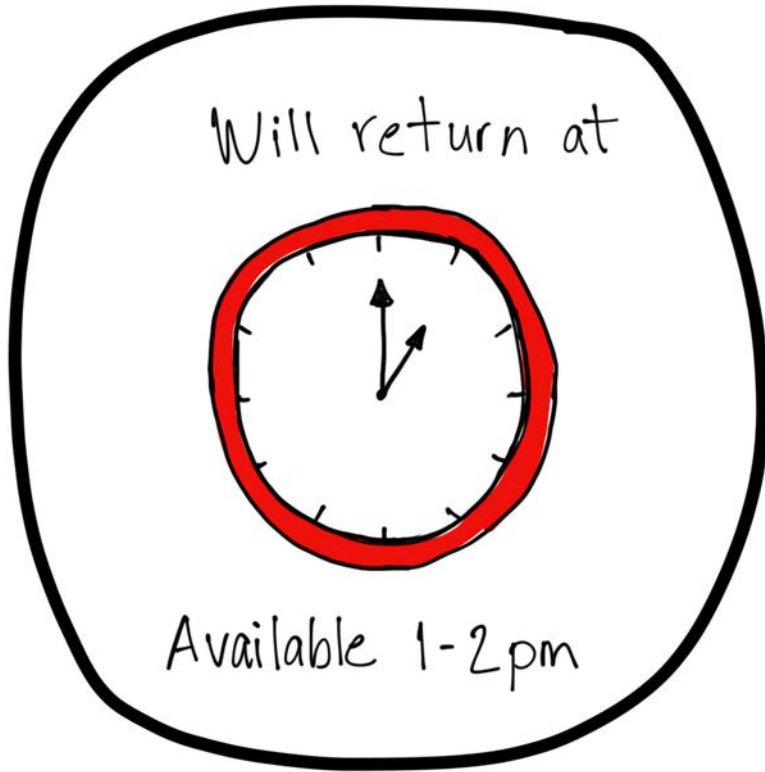


Break down work into time-boxed intervals separated by short breaks.

Set timer for 25 or 30 min and work to finish your task until timer rings.

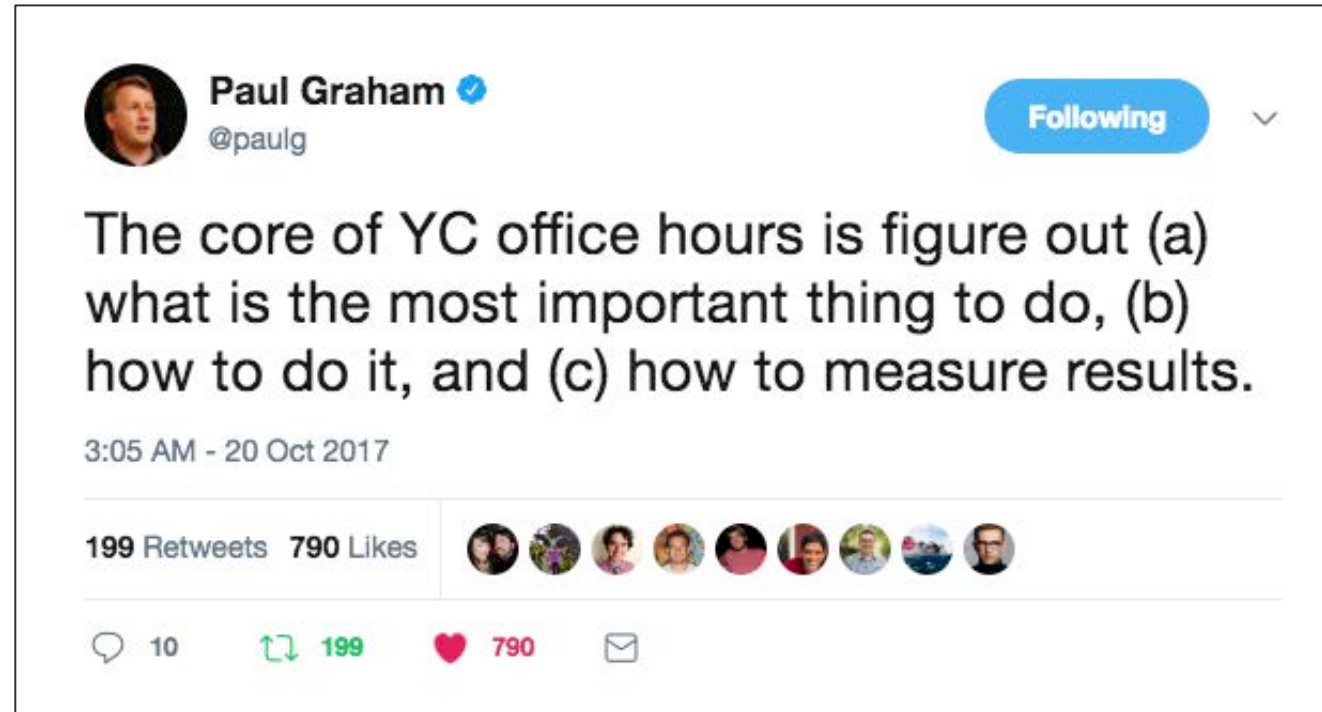
Pomodoros provide intense focus time.

Do-not-disturb hours



Set a regular cadence to let people know when you are available and when you are not available.

Office hours



“But that won’t work here.”

“The difference between successful people and very successful people is that very successful people say “no” to almost everything.”

~Warren Buffett



more no, less wip

Making Work Visible by Dominica DeGrandis

How to get buy-in from the boss

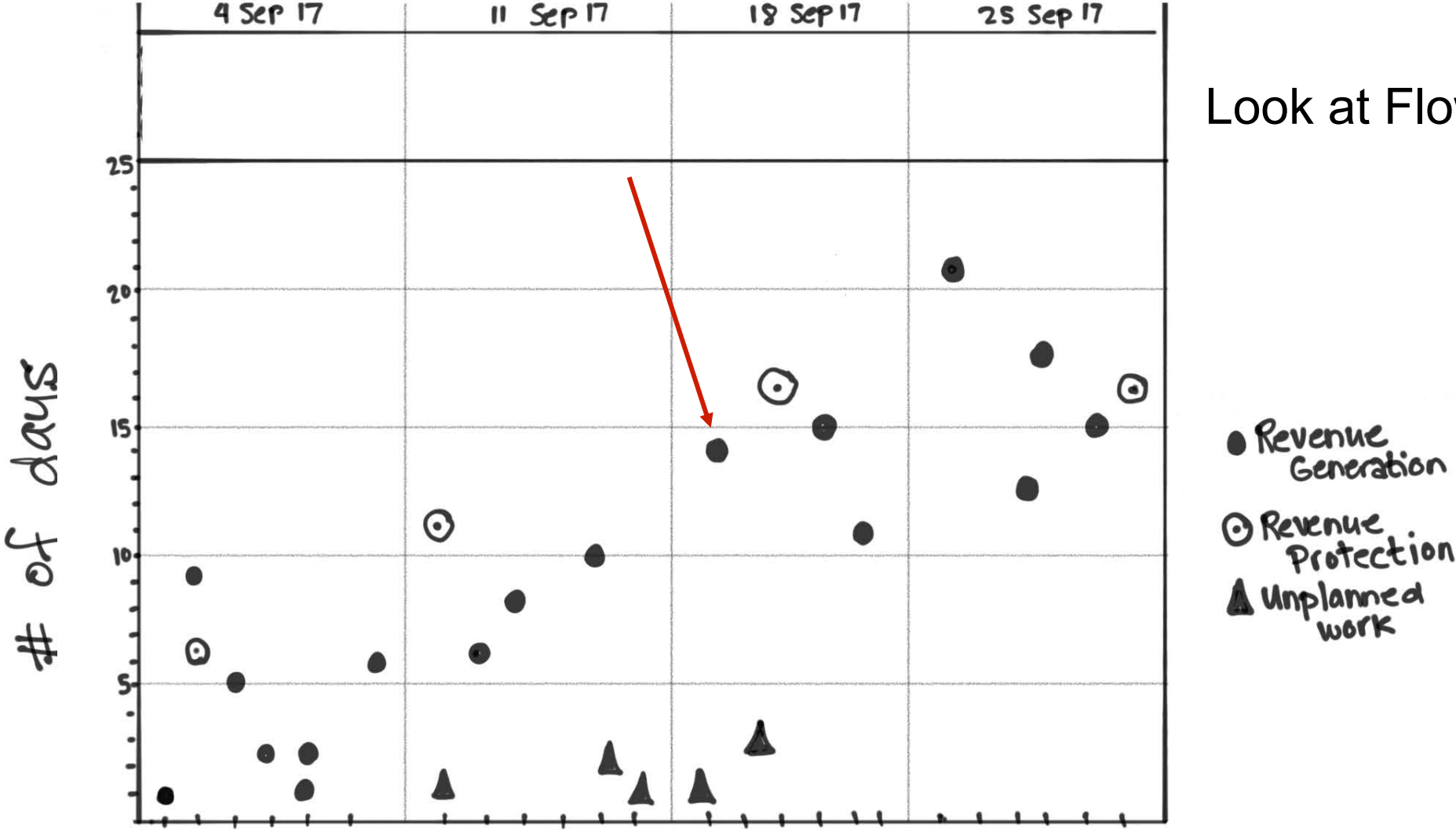
Measure at least one metric trend in 4 different areas.

- How fast
- How productive
- How good
- How predictable



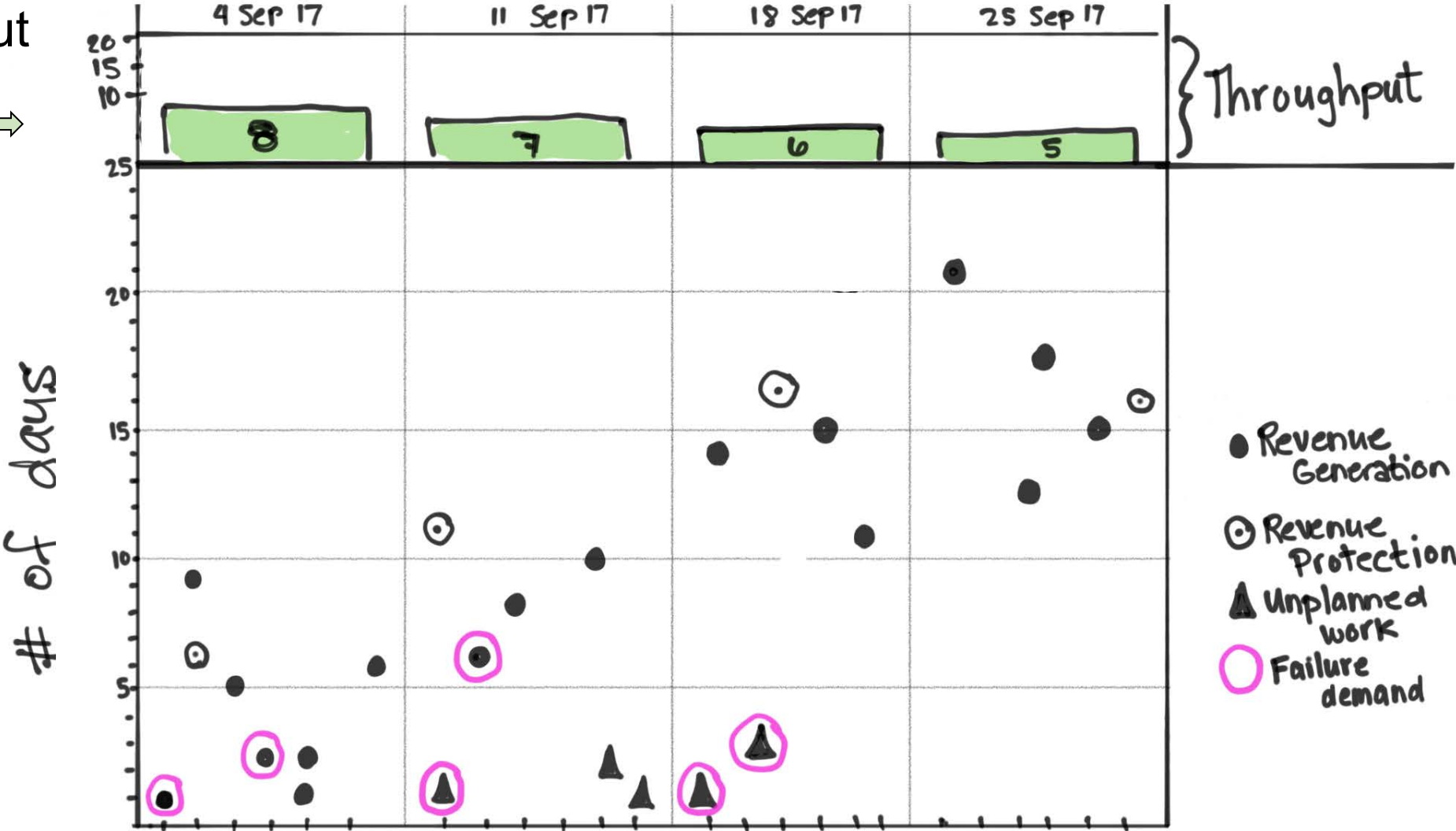
“It’s relatively easy to game a single metric. Measure the impact of change in one metric by showing the other metrics.” ~ Troy Magennis

Balanced Flow chart exercise – How Fast?



Balanced Flow chart exercise – How productive?

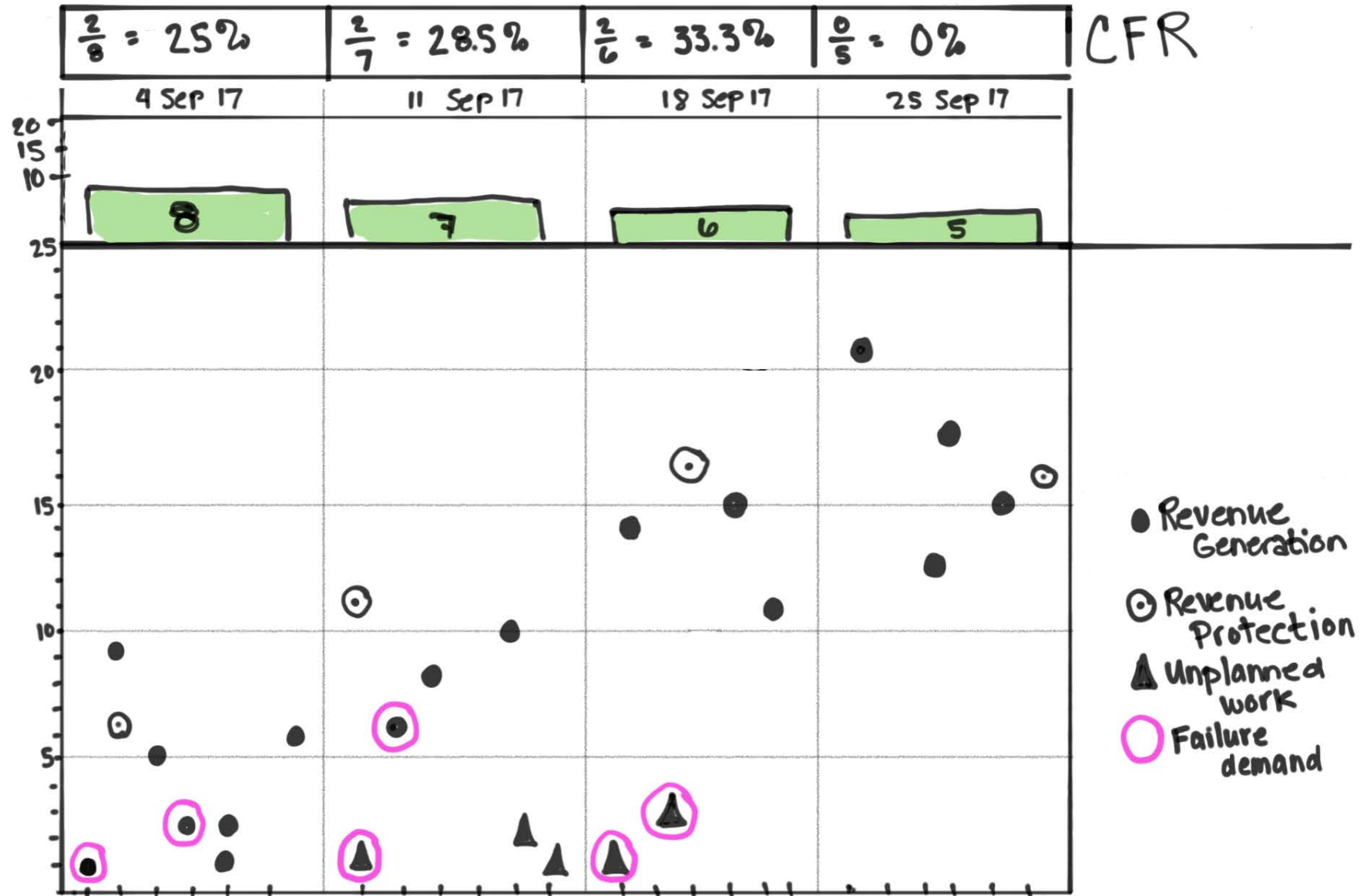
Look at Throughput



Balanced Flow chart exercise – How good?

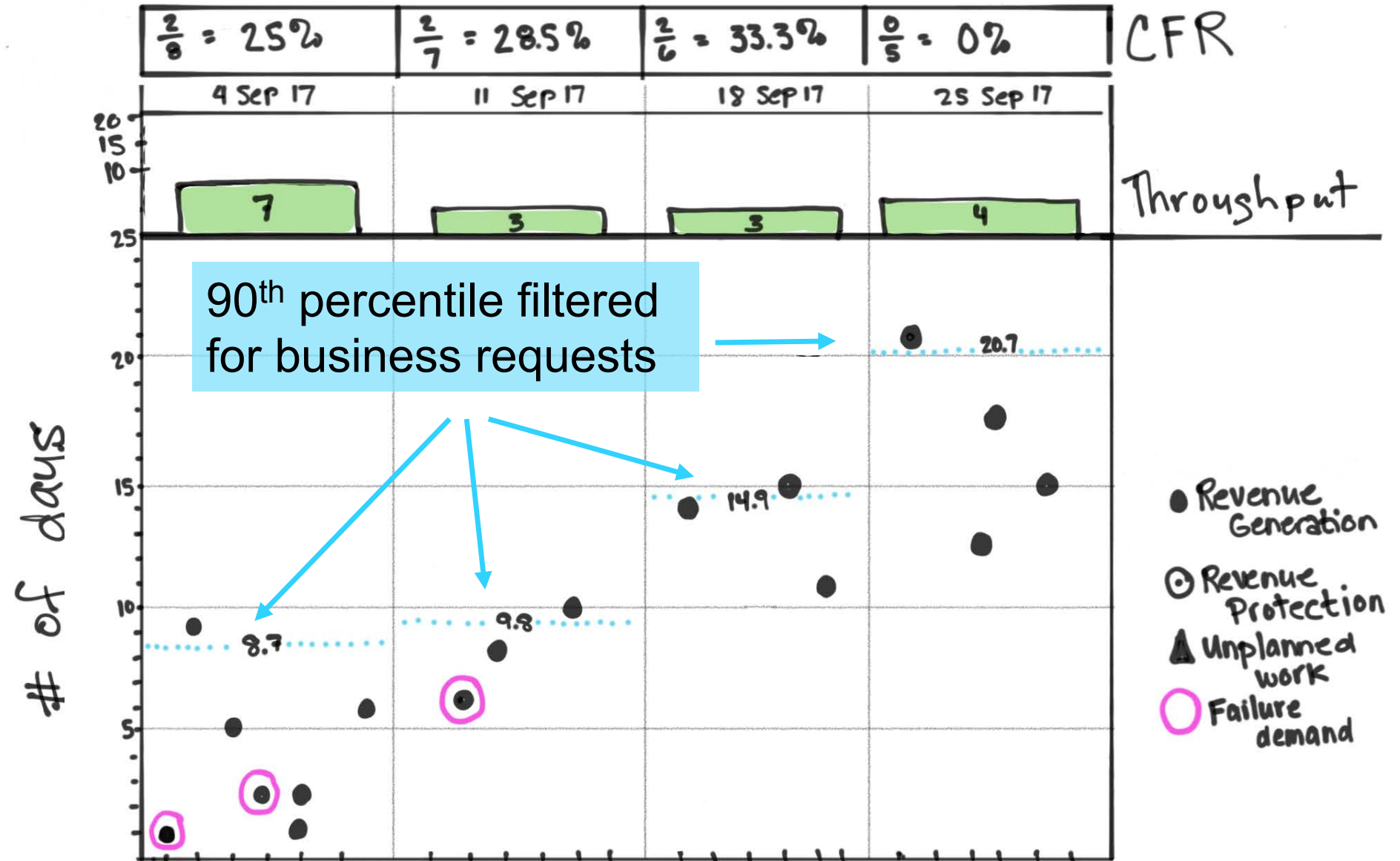
Look at Quality
change failure rate (CFR)

$$\frac{\% \text{ of done FD items}}{\text{total \# of done items}}$$



Balanced Flow chart exercise – How predictable?

Consider the 90th percentile to discuss the probability of finishing work within so many days.





If your end-to-end workflow network isn't connected, is there any point in optimizing one particular area?

It's hard to discover bottlenecks with sparse visibility on work across disconnected systems.

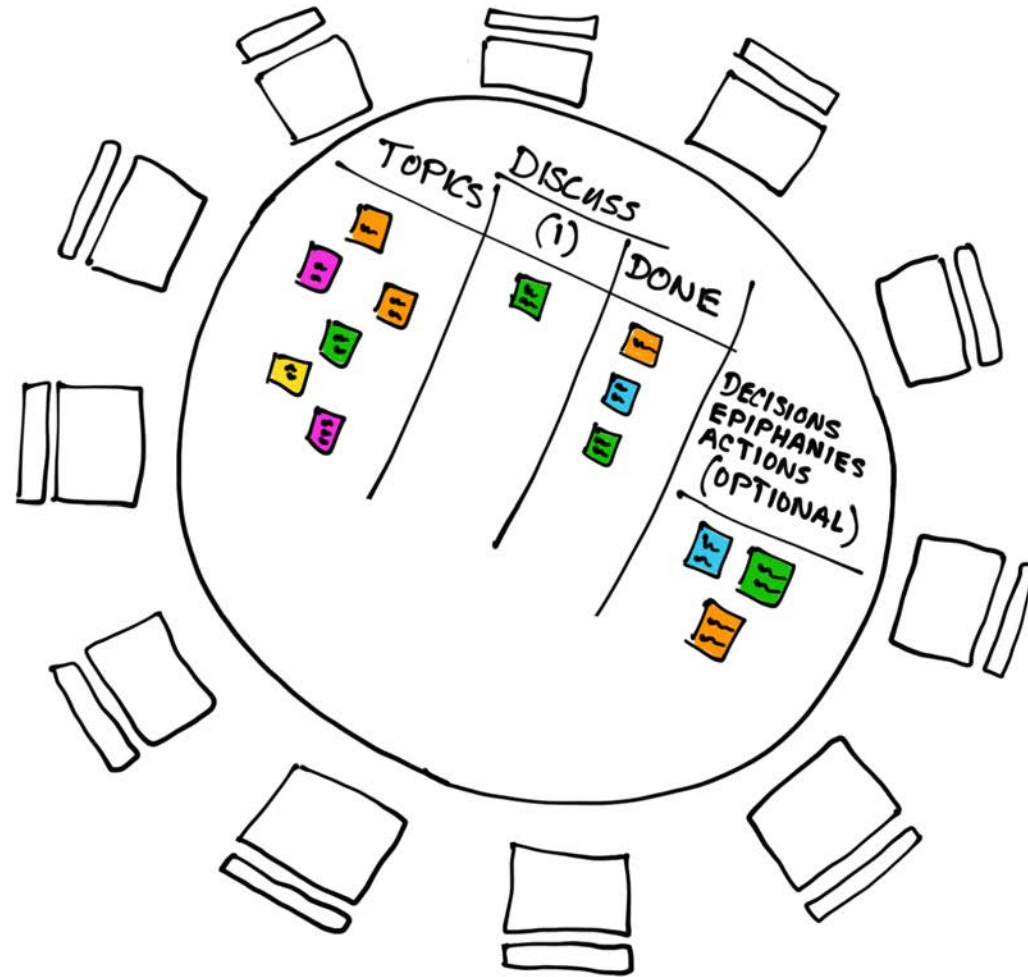
DevOps Workshops

Location: Imperial Ballroom A

Mon: 4:10 - 5:10 pm

Tue: 1:40 - 2:40 pm

Max capacity 100 (FIFS)



Call to action – Experiment for a balanced calendar

1. Try the interruption busters: Pomodoros, Office hours, DND hours.
2. Consider the balanced Flow chart experiment to improve.

Connect with me!

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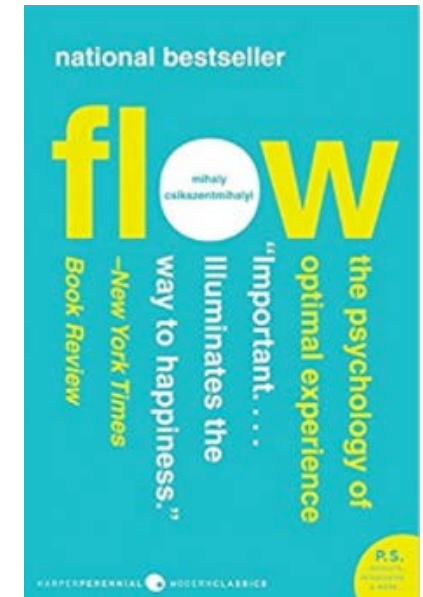
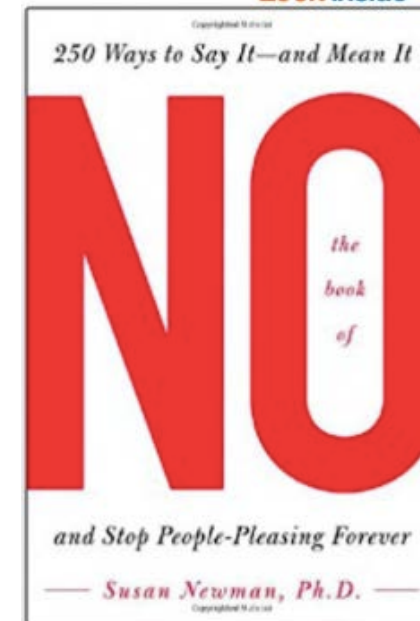
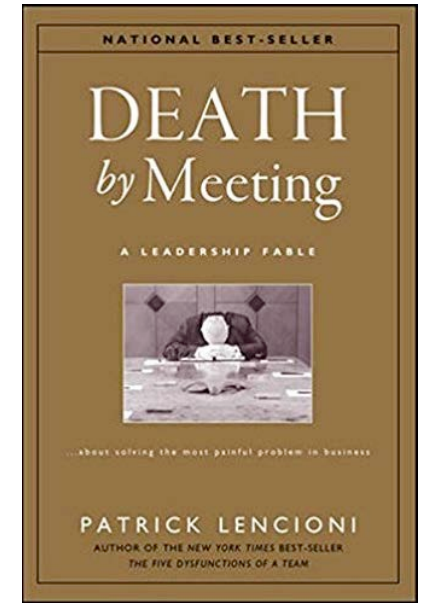
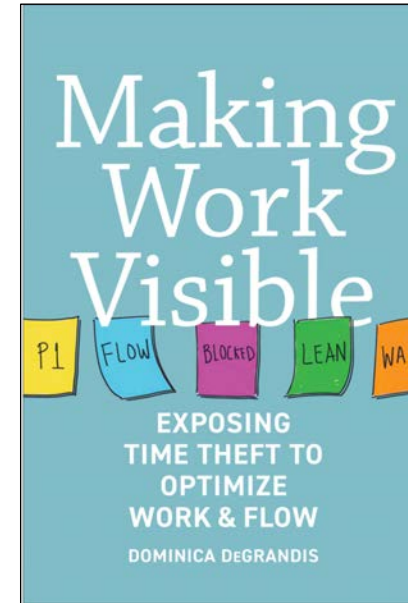
@dominica



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DEVOPS
ENTERPRISE
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San Francisco
November 13–15, 2017