Productivity Hacks
&
Team Performance Boosts

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Familiar with SCRUM?

SCRUM Basics

SCRUM basics

Getting work done in Sprints

1. Sprint planning
2. Sprint
3. Retrospective

SCRUM basics
1. Sprint planning

- Backlog of Tickets
- Prioritisation
- Discuss how many tickets are in the scope
- Story points per ticket
- Can the work be done in one ticket?
- Estimation session

SCRUM basics
2. The actual Sprint

- Action on Tickets
- Daily standups
- People know what they should be doing
- Issues are discussed during the sprint
- Keep track of
    - what's working well
    - what could be improved

SCRUM basics
3. The retrospective

The prime directive!

"Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand."

SCRUM basics
3. The retrospective

- Facilitates the continuous improvement process
- Looks at toolset, the actual work, resources and wellbeing
- Learning from failures and successes
- Action oriented

Apply SCRUM to yourself

Apply SCRUM to yourself

The basic steps of SCRUM are

1. Sprint planning – getting organised
2. Sprint – work smart, play smart
3. Retrospective

Apply SCRUM to yourself
1. Getting organised

- What do you want to get done? - ToDos
- Prioritisation
- Reflect how much you can get done today
- Can the work be done in one session?

Apply SCRUM to yourself
2. The actual Sprint – Work smart, play smart

- 45 minutes FOCUS SESSION
    - Shut down disctractions
    - Get your toolset ready
    - Do what you want to do

Apply SCRUM to yourself
2. The actual Sprint – Work smart, play smart

Shutting down distractions

- Put your phone to "Emergency only"
- Switch off notifications
- Do 1 thing at a time
- WhatsApp and other messengers 1-2 times per day

Apply SCRUM to yourself
2. The actual Sprint – Work smart, play smart

- 15 minutes POWER BREAK
  - Meditate
  - Drink water
  - Snack on nuts / fruits
  - Go outside or open the window
  - Play a quick game
  - Watch a video
  - Social time
  - Power Nap

Apply SCRUM to yourself
3. The retrospective

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Apply SCRUM to yourself
3. The retrospective

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Personal Retrospective Questions

1. What went well?
2. What could be improved?
3. What action leads to this improvement?

Team Performance Boosts

Team Performance Boosts

- Decide to trust your teammates
- Come prepared to your standups
- Focus on the goals
- Trust the process
- Appreciate the journey

Team Performance Boosts

Focus on

- Why you do things
- What you want to achieve

"How" you get there is in the hands of your capable team members

Q & A

Breathing Exercise

Contact

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