



How to work and get things done while working from home

Speaker

HUGO MESSER

ON THE WALL

About Hugo
Mental barriers
Changing mindset
Tools and systems
Wrap up



Mental barriers



#1

Followership



LEADER?? FOLLOWER??





#2

Planning versus Execution



Priscilla Henriette [Following](#)
Strategic Marketing Consultant | Brand Development | Innovation | Human Insight
[2 articles](#)

581 149 95 [Write an article](#)

ourselves to avoid familiar issues or anticipate potential problems.

Working in an international environment, where people tend to plan, find a strategy to deal with issues or develop a system to make things work, has made me realize that this inability to anticipate and plan may be seen as incompetence. We Indonesians seem like an army of doers (those who need to be told what to do) rather than thinkers or leaders (those who take the initiative and action). This may cause people from other cultures to underestimate our competence.

The race to mediocrity

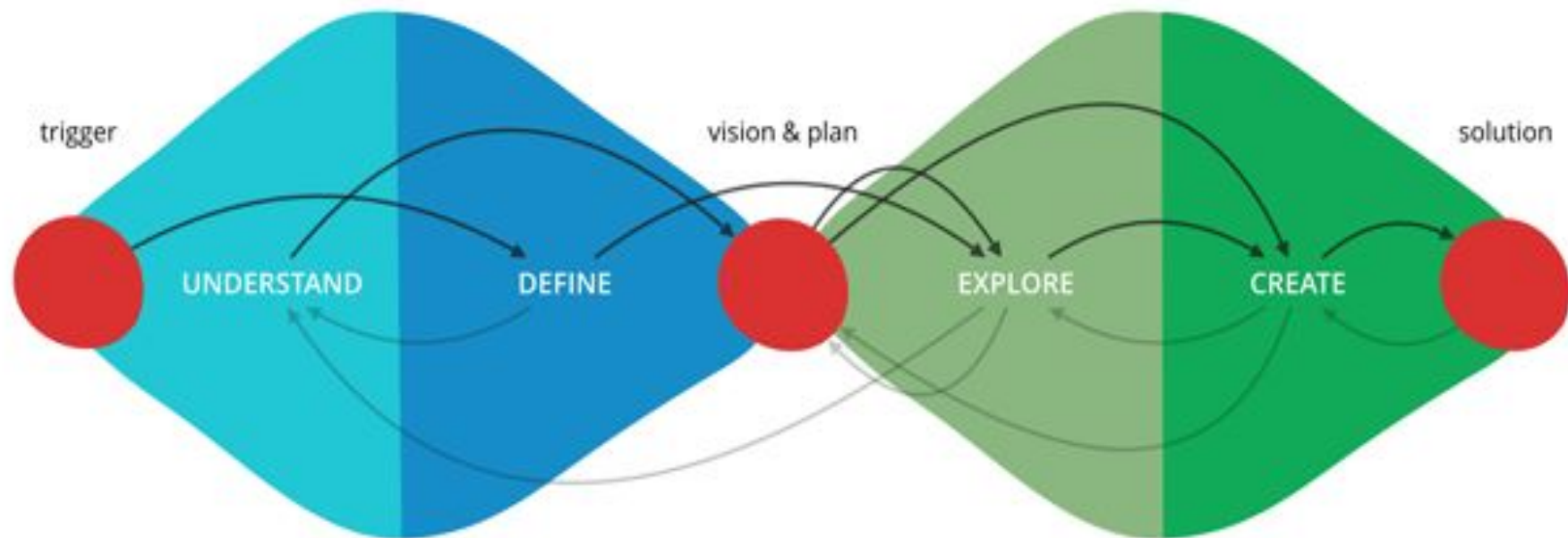
It is not said, but done. Indonesians do not want to fight to be the best or to be the first

DEFINE STRATEGY

Understand why & define how

EXECUTE SOLUTION

Create the outcome



How to change
your mindset?



#1:

Rocks & Monkeys





Tools and systems



#1

Make life goals

The 4-Hour WORKWEEK

If you could 10x
your per-hour
output...

how would your
life and business
change?



"Stunning and amazing. From mini-retirements to outsourcing your life, it's all here. Whether you're a wage slave or Fortune

500 CEO, this book will change your life!"

—PHIL TOWN, #1 *New York Times* bestselling author of *Rule #1*

The 4-Hour Workweek



THE #1
WALL STREET
JOURNAL
BESTSELLER

ESCAPE 9–5, LIVE ANYWHERE,
AND JOIN THE NEW RICH

TIMOTHY FERRISS

Dreamlining

IN 6 MONTHS I DREAM OF:	STEP 1: HAVING		STEP 5: COST	
	* 1. Aston Martin DB9		1. \$2,003/month	
	2. Go Board from 1800s		2.	
	* 3. Personal assistant		3. \$5/hr. x 80 = \$400	
	4. Full Kendo armor		4.	
	5.		5.	
			A = \$2,403	
	STEP 2: BEING		STEP 4: DOING	
	1. flexible	→	1. full side splits	
	* 2. best-selling author	→	2. sell 20,000 per week	
	3. fluent in Greek	→	3. have 15-minute conversation w/native	
	4. excellent cook	→	4. make Thanksgiving dinner for six people	
	5.	→	5.	
	STEP 3: DOING		STEP 5: COST	
	1. sell a TV show		1.	
	* 2. visit Croatian coast		2. \$514 roundtrip airfare, \$420 rent	
	3. find smart & gorgeous girlfriend		3.	
	4.		4.	
	5.		5.	
			C = \$934	

TARGET MONTHLY INCOME

$$A + B + C + (1.3 \times \text{monthly expenses})$$

$$\text{TMI: } \$3,337 + (\$2,600) = \$5,937$$

$$\div 30$$

=

$$\text{TDI: } \$197.90$$

STEP 5: COST

- 1.
2. \$0 (3 free interns for media calls & own time)
- 3.
- 4.
- 5.

$$B = \$0$$

STEPS NOW

1. Find showroom, schedule test drive
2. Post bullet-point job description on 3 major sites
3. Send top 3 questions to five best-selling authors from 2-3 years ago
4. Visit Virtual Tourist and determine best season and to-do top 5

TOMORROW

1. Take test drive
2. Assign 1- to 2-hour task to top 3
3. Formulate plan around responses (marketing/PR)
4. Research tickets & housing for 3 weeks and invite friend to go

DAY AFTER

1. Decide on desired details & extras
2. Choose top 1 for 20 hrs. per week
3. Send intern recruitment e-mail to nearby college English departments
4. Reserve tickets (for yourself even if friend refuses)

Sample Dreamline

#2

Define your rocks

THE NEW YORK TIMES BESTSELLER



FIRST THINGS FIRST

Stephen R. Covey

Author of *The 7 Habits of Highly Effective People*

**A. Roger Merrill
Rebecca R. Merrill**

FRANKLIN COVEY CO.

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none">➤ Crises➤ Pressing problems➤ Firefighting➤ Major scrap and rework➤ Deadline-driven projects	II <ul style="list-style-type: none">➤ Prevention➤ <i>Production capability</i> activities➤ Relationship building➤ Recognizing new opportunities➤ Planning➤ <i>Re-creation</i>
Not Important	III <ul style="list-style-type: none">➤ Interruptions➤ Some calls➤ Some mail➤ Some reports➤ Some meetings➤ Proximate pressing matters➤ Popular activities➤ Some scrap & rework	IV <ul style="list-style-type: none">➤ Trivia➤ Busywork➤ Some mail➤ Some phone calls➤ Time-wasters➤ Pleasant activities

#3

**Break them down
into goals (OKR)**

hands of your team so they can measure their own performance”

Once you understand OKRs and you’ve decided that you want to apply them to your personal life, it’s time to get started:

If you’re here for the quick version of this blog post, it’s this:

1. **Decide on your mission**
2. **Break your mission down into objectives**
3. **Draft your Key Results**
4. **Consider WHY you want to achieve each KR**
5. **Find an accountability partner**
6. **Check in every 2–4 weeks with your partner**

My personal OKRs template is available here:

A	B	C	D	E	F	G	H	I	J	K	L	M
Created by @thejamescaulay					Timeframe	Progress	Q4 Goal			M1	M2	M3
							Beat the Winter slump and finish 2018 as the best					

B	C	D	E	F	G	H	I	J	K	L	M	
Created by @thejamesmcaulay				Timeframe	Progress	Q4 Goal				M1	M2	M3
		JAMES		Q4 2018	38.2%	Beat the Winter slump and finish 2018 as the best version of myself				21.5%		
		Quarter progress:			53.26%	Prediction:		71.64%				
									Monthly grading			
Objective	KR #	Key Results			38%	Action Plan Summary		Why?	M1	M2	M3	
B7 Improve Fitness	1	Enter 4 Races			50%	Book races in early Oct ✓ 21st Oct, Greenwich 10k ✓ 2nd Dec, Santa Run - 18th Nov, Adidas Fulham 10k - 10th Nov, Wiggle Kent Classic Sportive		Running makes me a better person. Races force me to train	25%			
	2	Run 100k			43%	One half marathon per month, plus shorter runs			29%			
	3	Cycle 500k			19%	Commute to work twice per week, plus weekend rides			8%			
	4	Go to the gym 25 times			40%	Gym 2x per week, include running in gym routine			24%			
									Monthly grading			
Objective	KR #	Key Results				Action Plan Summary		Why?	M1	M2	M3	
	5											
	6											
	7											
	8											
	9											
									Monthly grading			
Objective	KR #	Key Results				Action Plan Summary		Why?	M1	M2	M3	
	10											

#4

Create a system

Docs - h.messer@bridge-outsourcing.nl - Evernote

EditViewNoteFormatToolsHelp

Sync

★ Drag notes, notebooks or tags here for quick access

Upgrade

+New Note

All Notes

Notebooks

1 Planning and Daily ... (55)

2 Projects

Accelerator (3)

Event notes (27)

learn bahasa (1)

3 Ekipa Indonesia

applicants (6)

Customers Ekipa In... (59)

Customers Ekipa Sin... (1)

Ekipa Agile Adoption path

How to do agile tran... (1)

ism

Live workshops (23)

Online courses (6)

Partners (2)

People Development (5)

positioning/branding (2)

pt registration (6)

Ranco / COO (2)

Speaking (11)

Workshop partner t... (24)

XL (2)

Blinkist

Conflicting Changes

Ekipa Singapore (2)

Ekipa-feedback (115)

People

Anoop (1)

Krishna (2)

Prive

Bezuinigingen (1)

Vakantie (4)

Working ON our fam... (3)

Working on myself

Ben (3)

All notes

404 notes

Search notes

Q 1

Focus deze week > legal dingen goed inregelen voor Ekipa en Bridge > boek intro herschrijven. cover. > Arul goed inw...
24/03/2020

Telkom

10-03-2020 Yoddi, Telkom every 3 weeks, the tribe leads needs to decide whether he gives budget for next 3 weeks. ...
24/03/2020

Distributed agile framework book

Update: Tools Cover Title Introduction Need to work on several blocks and make it more pragmatic my thoughts thi...
21/03/2020

Telkom: Agile center of Excellence

Mindset > the things around lean startup and agile mindset can be developed in a Agile mindset document Next step a...
17/03/2020

The startup way

How can I convince my team that testing our early ideas with customers doesn't mean we s...
12/03/2020

Roche

11-03-2020 KL, Emeya, HR. They have a peer performance based feedback system, tied to the yearly appraisal. 20% fr...
12/03/2020

Intro on survey monkey:

Intro on survey monkey: This tool serves to assess your organization's current 'state of agile'. It shows gaps in 'wher...
10/03/2020

client health setup

The elements I see as important as 'enforced' structure A. OKR's: this shows what the coach is working on to service t...
09/03/2020

Planning trips

Lion 1b, Airasia 2 (domestic) 3 (int), Batik 2e. Sriwijaya 2f Van bali naar jkt niet einde middag sriwijaya nemen. Altijd daar ...
09/03/2020

Commonwealth

Q 1

1 Planning and Daily structure

Add tag...

Share

web.telegram.org

24/03/2020

Focus deze week:

> legal dingen goed inregelen voor Ekipa en Bridge

> boek intro herschrijven. cover.

> Arul goed inwerken en focus meegeven. nieuwe verhaal opzetten.

> Telkom goed fundament geven. Ik kan ook met de leiders spreken deze week.

Q2

- vanuit het midden opereren. laat de whirlwind daaromheen waaien.

- in het centrale document uitschrijven wat er gebeurd als ik overlijd, Krishna 10% extra en runt alles. Daarna kijken hoe formeel te maken. <https://docs.google.com/document/d/1S8vc1hgGhRNZuLUDHOrMlhQB9veAMwztHXyOMP2APM0/edit>

Q1

Equity life

Infomedia: Chita + boss in WA

send portfolio to danamon for Inda

Trello goed opzetten.

Slides en opzet voor online sessie deze week

programma roche in elkaar zetten

check sheet management fee

Tax accountants

> Nicholas. 70 jutta voor 2019

> Franky. via Made.

> Adhitya, Nick.

> contact van Richie

folder structuur alles overzetten. > obet vragen opvolgen wiwi ism

> permata nieuwe kaart

> ISM Licensing International toevoegen aan Bridge?

Ddu.. delivery. Victor. > meet with Ahmad

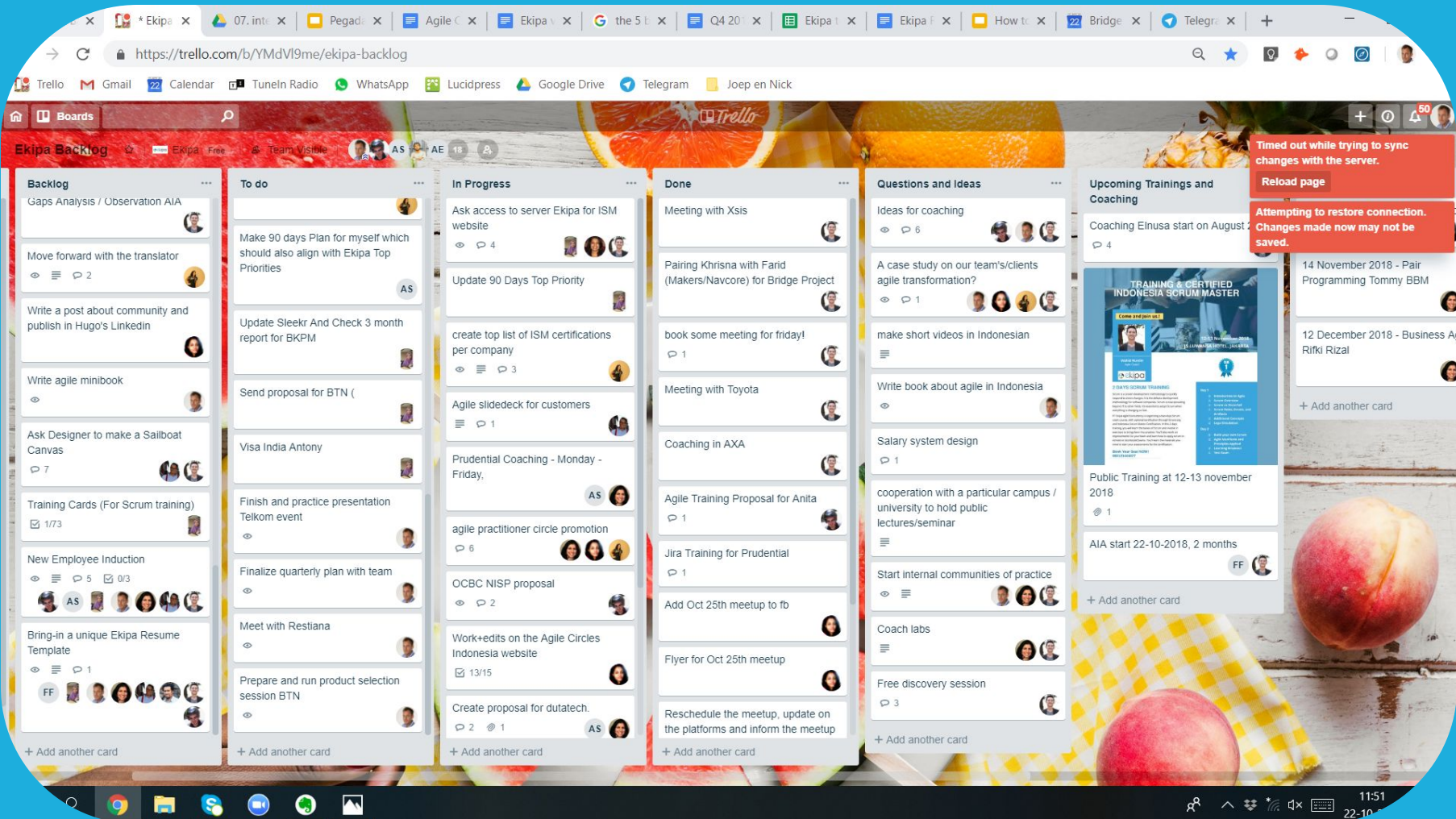
Jack / intro met Angga

Maxbank en pr...

Type here to search

9:01

26/03



Backlog

Gaps Analysis / Observation AIA

Move forward with the translator

Write a post about community and publish in Hugo's LinkedIn

Write agile minibook

Ask Designer to make a Sailboat Canvas

Training Cards (For Scrum training)

New Employee Induction

Bring-in a unique Ekipa Resume Template

To do

Make 90 days Plan for myself which should also align with Ekipa Top Priorities

Update Sleekr And Check 3 month report for BKPM

Send proposal for BTN (

Visa India Antony

Finish and practice presentation Telkom event

Finalize quarterly plan with team

Meet with Restiana

Prepare and run product selection session BTN

In Progress

Ask access to server Ekipa for ISM website

Update 90 Days Top Priority

create top list of ISM certifications per company

Agile slidedeck for customers

Prudential Coaching - Monday - Friday,

agile practitioner circle promotion

OCBC NISP proposal

Work+edits on the Agile Circles Indonesia website

Create proposal for dutatech.

Done

Meeting with Xsis

Pairing Khrisna with Farid (Makers/Navcore) for Bridge Project

book some meeting for friday!

Meeting with Toyota

Coaching in AXA

Agile Training Proposal for Anita

Jira Training for Prudential

Add Oct 25th meetup to fb

Flyer for Oct 25th meetup

Reschedule the meetup, update on the platforms and inform the meetup

Questions and Ideas

Ideas for coaching

A case study on our team's/clients agile transformation?

make short videos in Indonesian

Write book about agile in Indonesia

Salary system design

cooperation with a particular campus / university to hold public lectures/seminar

Start internal communities of practice

Coach labs

Free discovery session

Upcoming Trainings and Coaching

Coaching Elnusa start on August 2



Public Training at 12-13 november 2018

AIA start 22-10-2018, 2 months

Timed out while trying to sync changes with the server.

Attempting to restore connection. Changes made now may not be saved.

- 14 November 2018 - Pair Programming Tommy BBM
- 12 December 2018 - Business A Rifki Rizal



How to try this out (it's super easy)

This is a simple habit to pick up, and I won't even ask you to commit to trying it for a week. **Just try it once, tonight.**

Before you head to bed, sit down with a blank piece of paper and your calendar. Look at your upcoming day and walk through these steps.

1. Ask yourself, "What's the most important thing I could do tomorrow?"
2. Ask yourself, "What's the earliest I could get it done?"
3. Ask yourself, "What else must get done tomorrow?"
4. Divide your day into 30-minute blocks.¹
5. Assign a task or group of small tasks to each 30-minute block.

As the day unfolds, things will inevitably come up. *Do not panic!* Simply re-arrange your schedule. Remember, **a schedule is a plan, not a promise.** That's a crucial distinction, so make sure you internalize it. When life messes with your neat, tidy schedule, don't fret. You weren't committed to that schedule; it was simply the best plan you had when you made it. Just make a new one for the rest of the day.

Try this tonight. If you're happy with the results, *then* commit to trying it for a

#5

Kill distraction

EMPLOYEES ARE DISTRACTED AT WORK

43% OF EMPLOYEES ARE DISTRACTED 21%-75% (OR MORE) OF THE WORKDAY





Conclusion

Put that monkey on your shoulder
Clarify where you want to go
Create clear priorities
Break them down to goals
Build a work system that works

Learn more: <https://ism.ekipa.co.id>



[Home](#) [Manfaat](#) [Program](#) [Pengajar](#) [Testimoni](#) [Paket](#) [Kontak](#)

[Daftar Sekarang](#)

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Free Session: RSVP Link: s.id/ismpub



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Wednesday, April 1st 2020 / 19.30 - 21.00

Online via Google Hangout



UGENG WIJAYA

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AT EKI.PA.CO

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- Agile Manifesto
- Agile vs Waterfall
- Scrum Overview
- Scrum Events, Roles, Artifacts

Session 2 (Wednesday) :

- Additional Concepts & Practices
- Preparation Scrum Certification
- Simulation Practices Exam

Limited Seat - RSVP Now:
bit.do/ismpub



ISM Certification: s.id/ismbooking



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Scrum Master Certification Level 1 Exam.

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HUGO50

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