Personal Productivity
Using Agile and Lean to Get Stuff Done
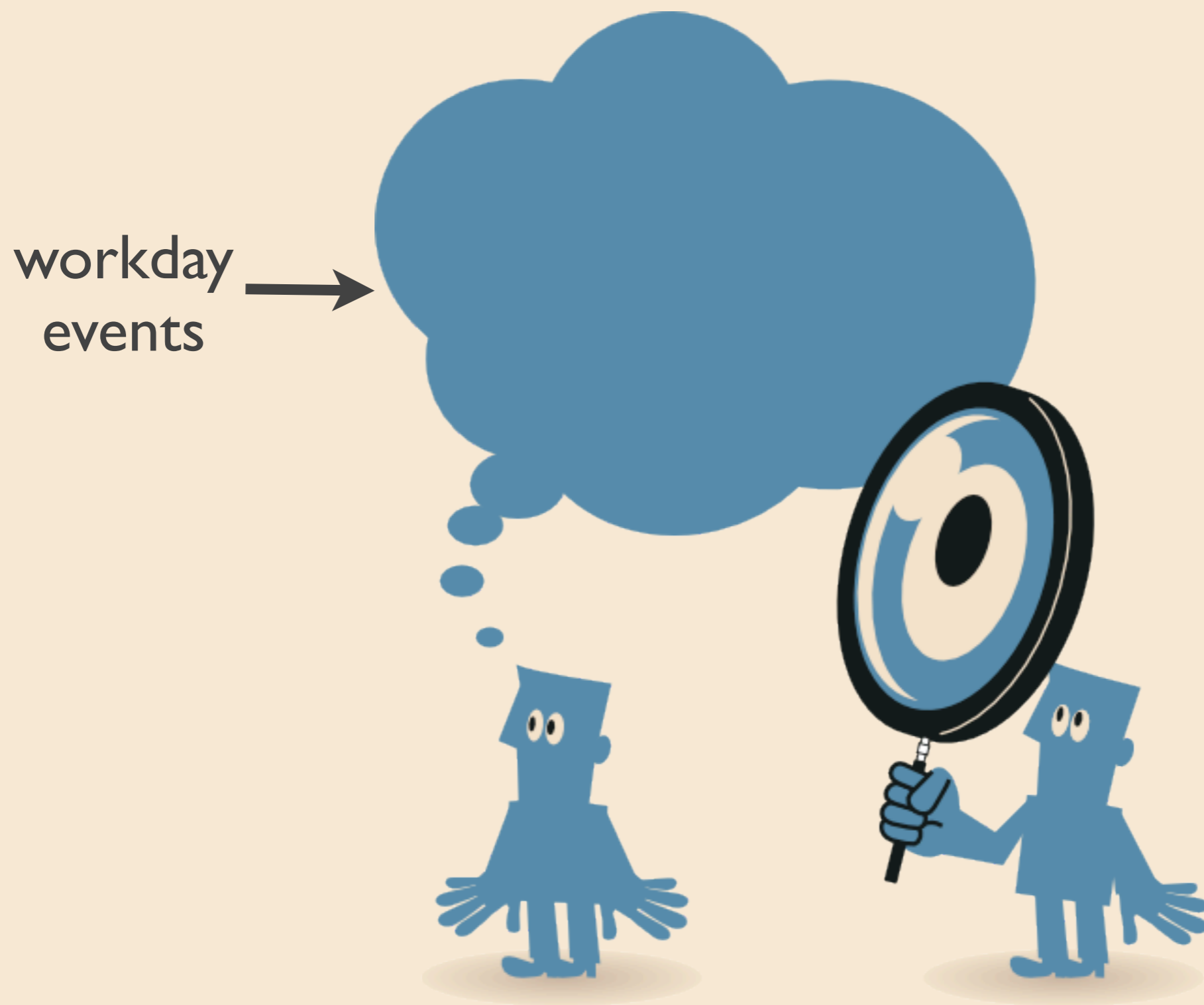
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Evolution of a system

The system I will show you today has evolved over 20 years.
From Daytimer, (remember that) to keeping lists in text files for my projects (don't lists make you feed good), to GTD in 2003, to multiple iterations of GTD, and finally the application of Scrum and Lean

What I Learned

Quickly we will go through the principles I have learned
then I will go through the process I follow each week using an example week
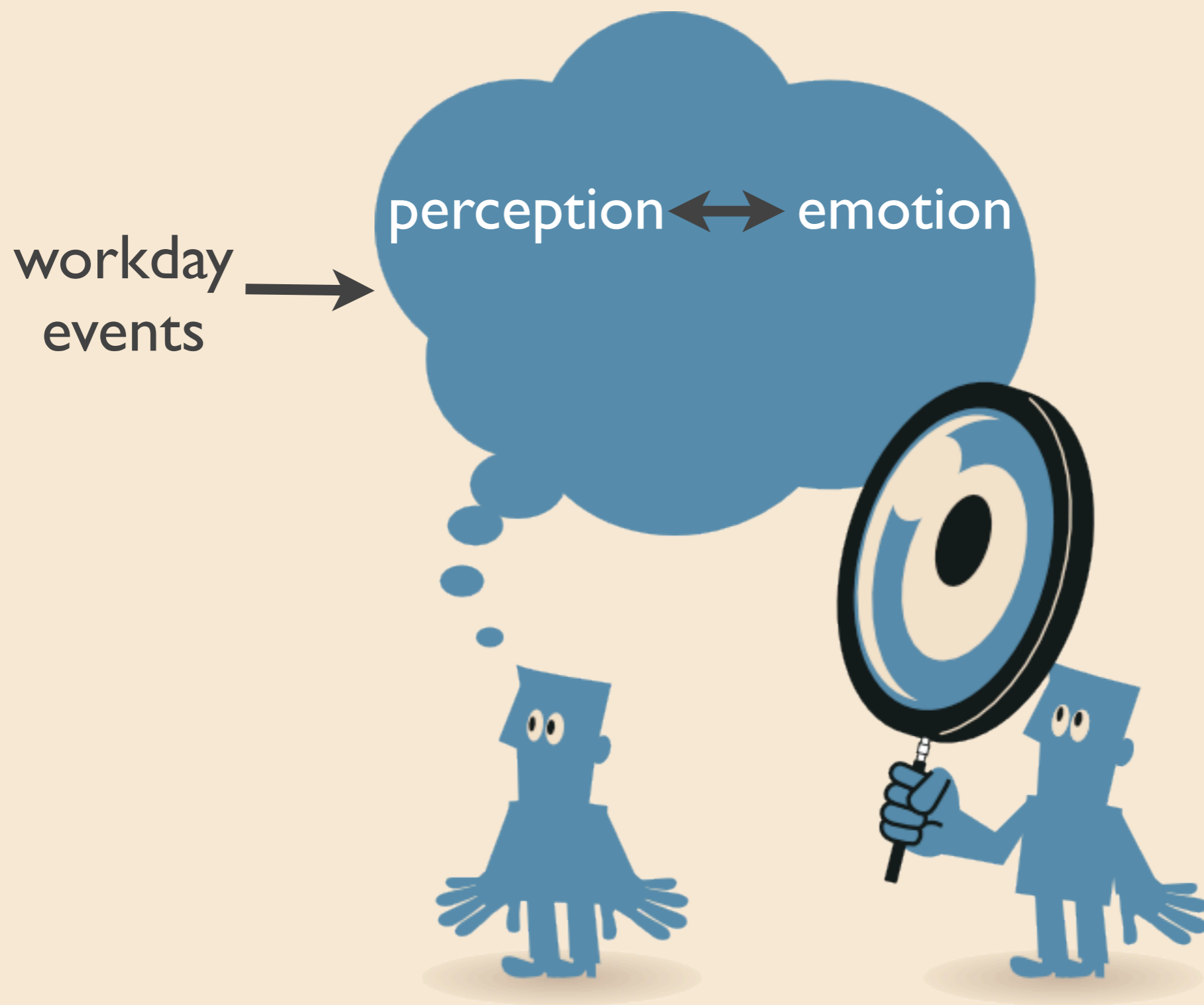
Your perception and emotion matter

Controlling your perception and emotions is more important than any process.
If you look inside one's head, how you interpret everyday events will dictate your productivity.
Perception – thoughts/sensemaking about events: org, manager, team, self, sense of accomplishment
Emotions – reaction to events: positive, negative, overall mood
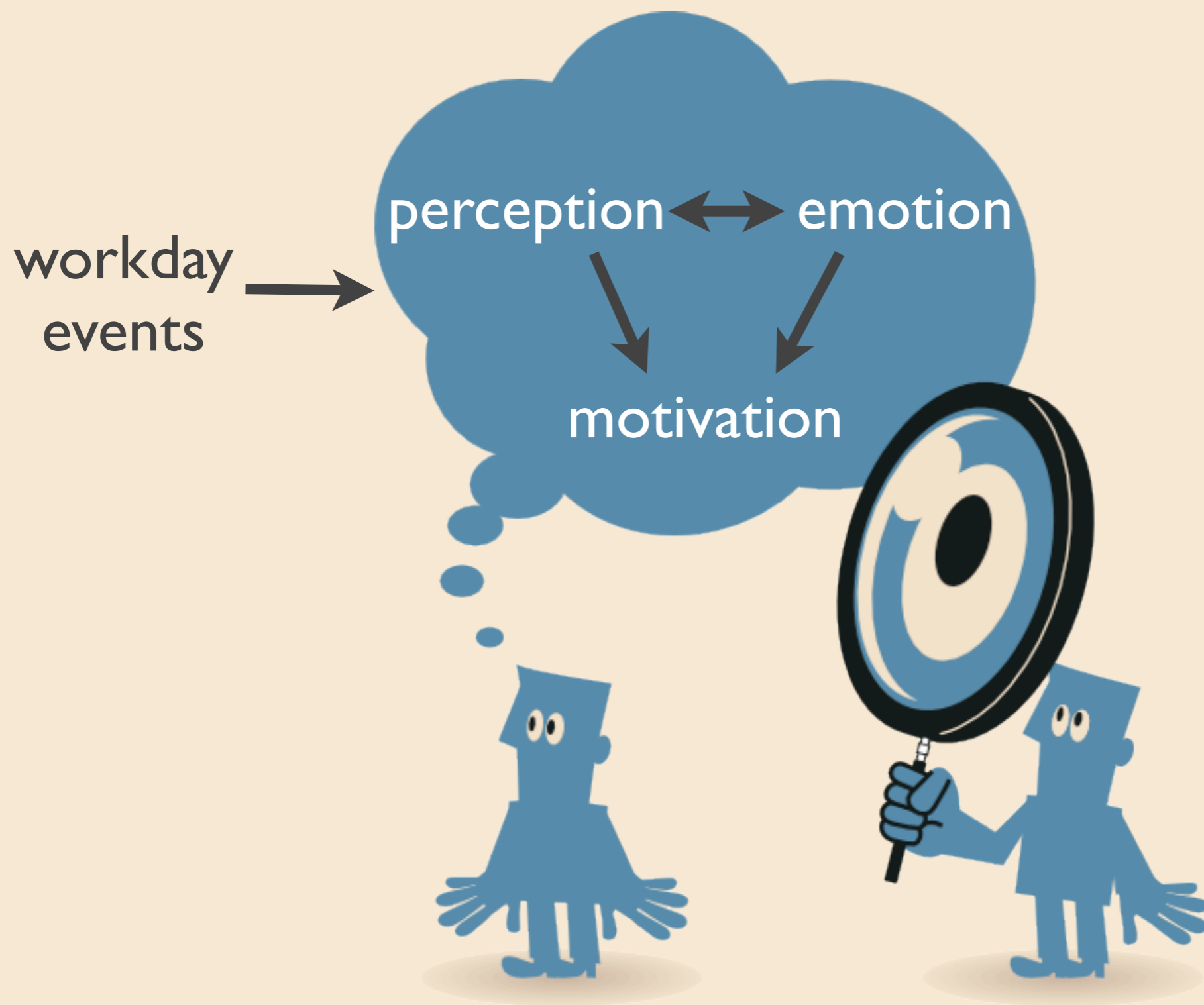Motivation – increase/decrease desire to do the work: what, whether or not, how, and when

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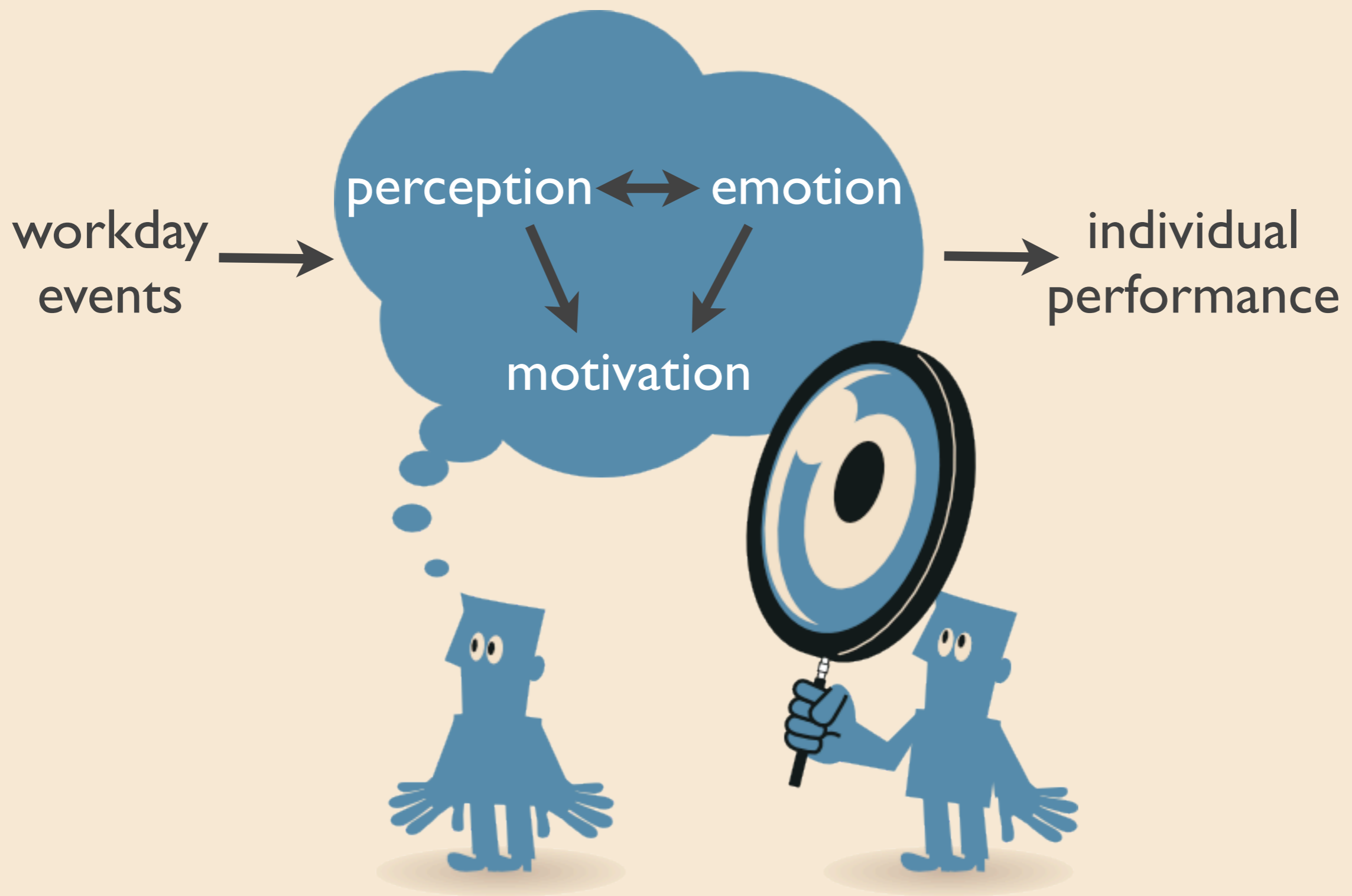Motivation – increase/decrease desire to do the work: what, whether or not, how, and when

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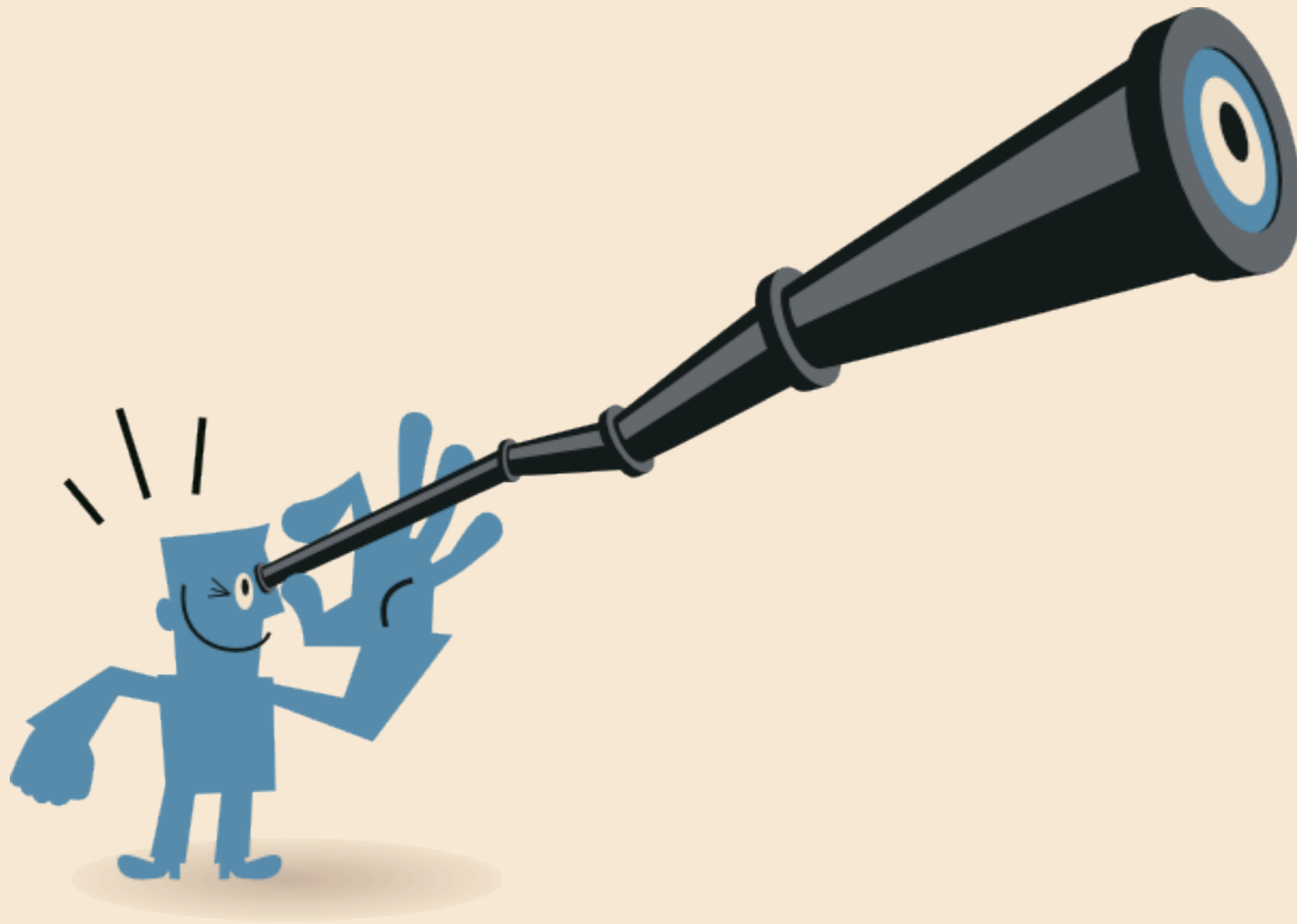Motivation – increase/decrease desire to do the work: what, whether or not, how, and when

Capture all the stuff in your life

Know your demand
Get it all out of your head – create worry
Put it on a list or backlog

Focus on long term outcomes

Focus on long term outcomes while taking a lot of small steps to get there.
Plan your weekly outcomes so your daily actions are inline with your goals
Reflect on your epics
Outcome visioning – viewing what wild success would look like if I completed that backlog item. David Allen, the GTD guru, states that you won't see how to do it until you see yourself doing it, and his advice is to view the project from beyond the completion date.

Act!
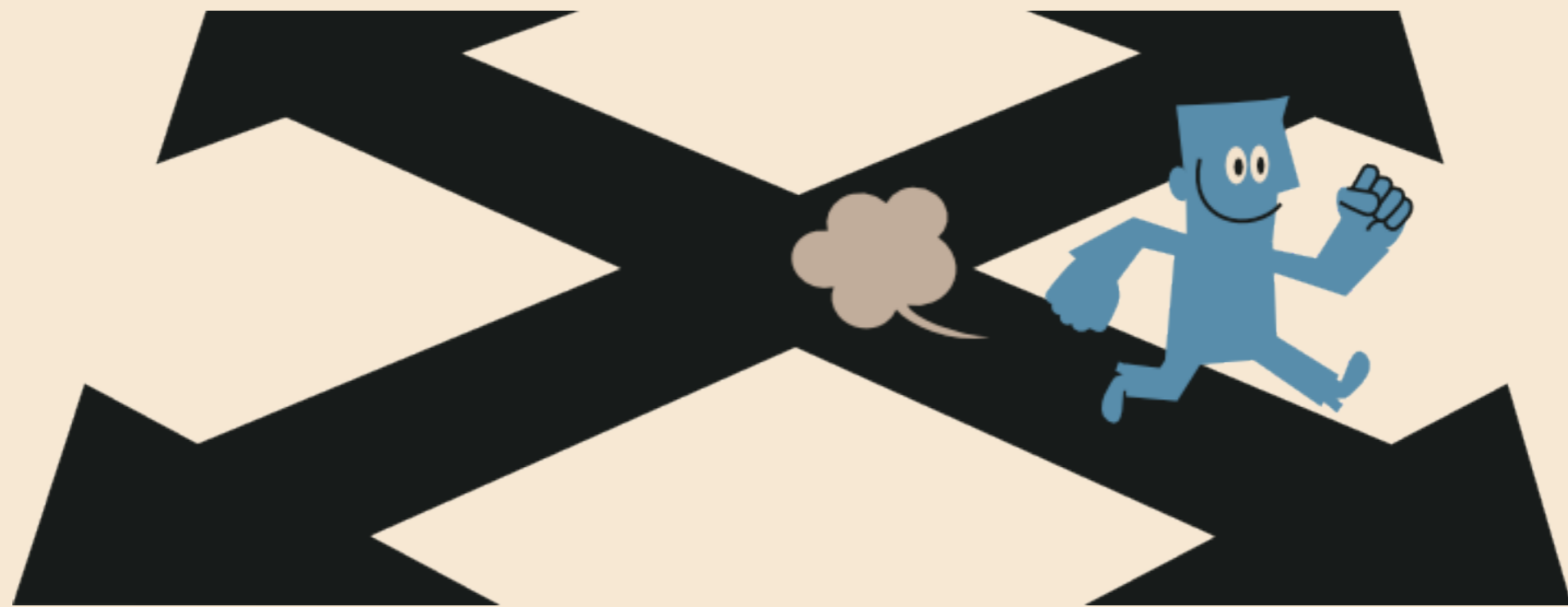
There are no favorable conditions, you will never act
When you are stuck, figure out the next step and go
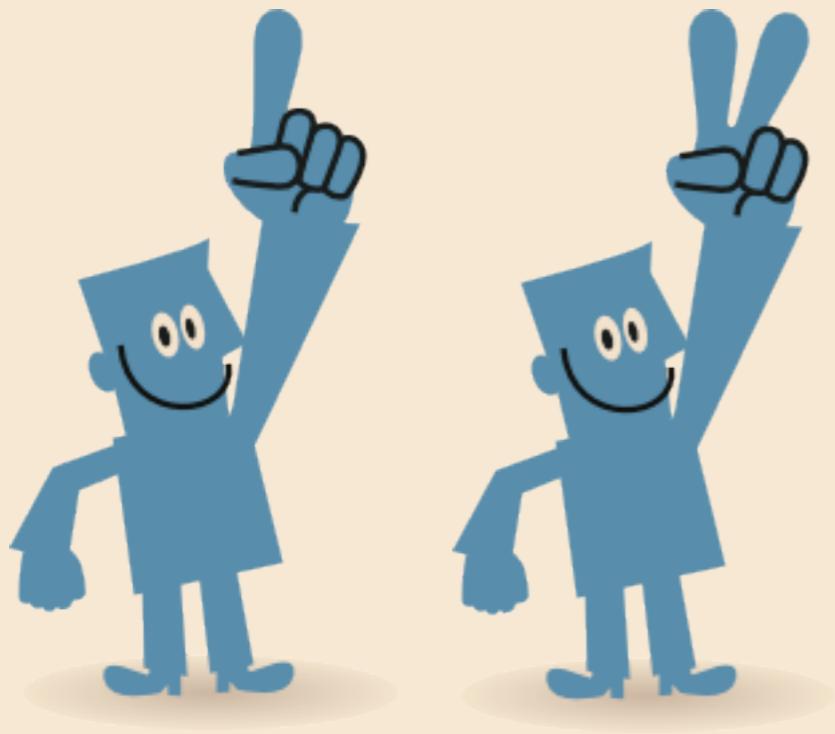You can't stop the march of time or make new time

There can be only one

Maximize Value by focusing on the important stuff
There is only #1 priority
Don't be fooled that you are effective at multi-tasking (time slicing)
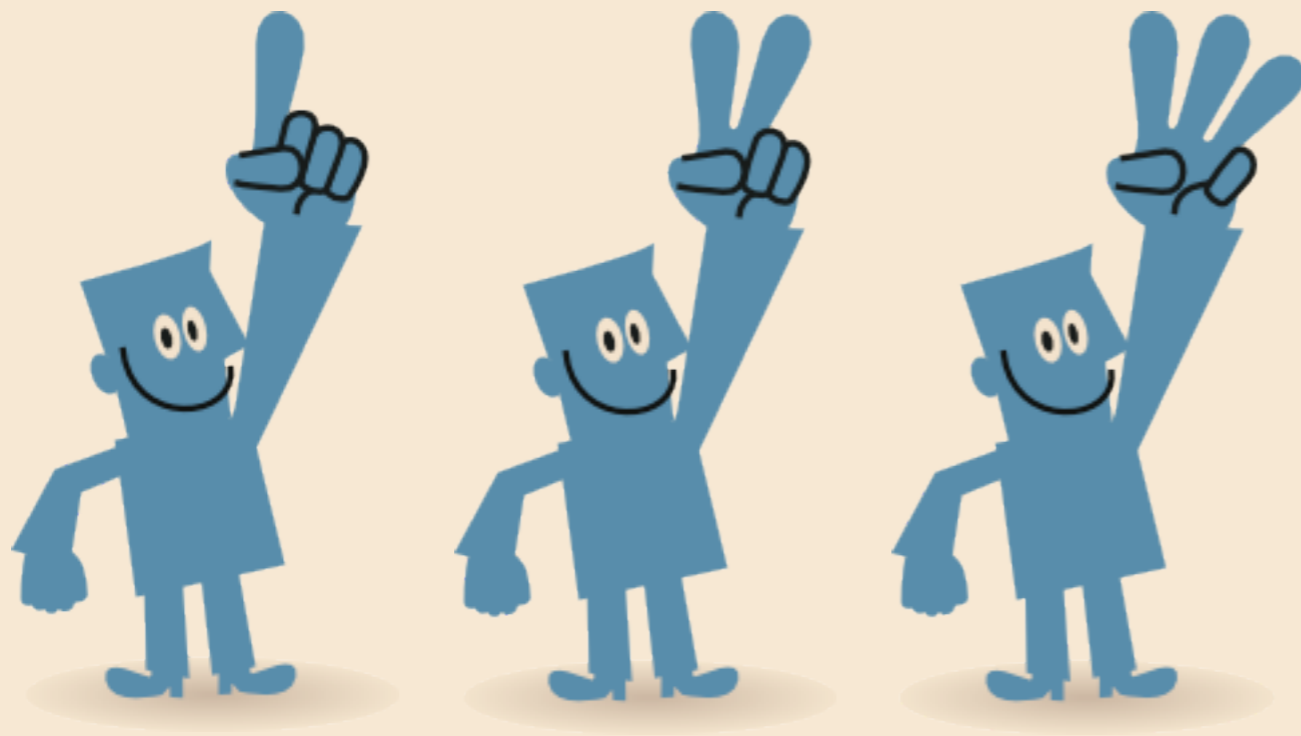
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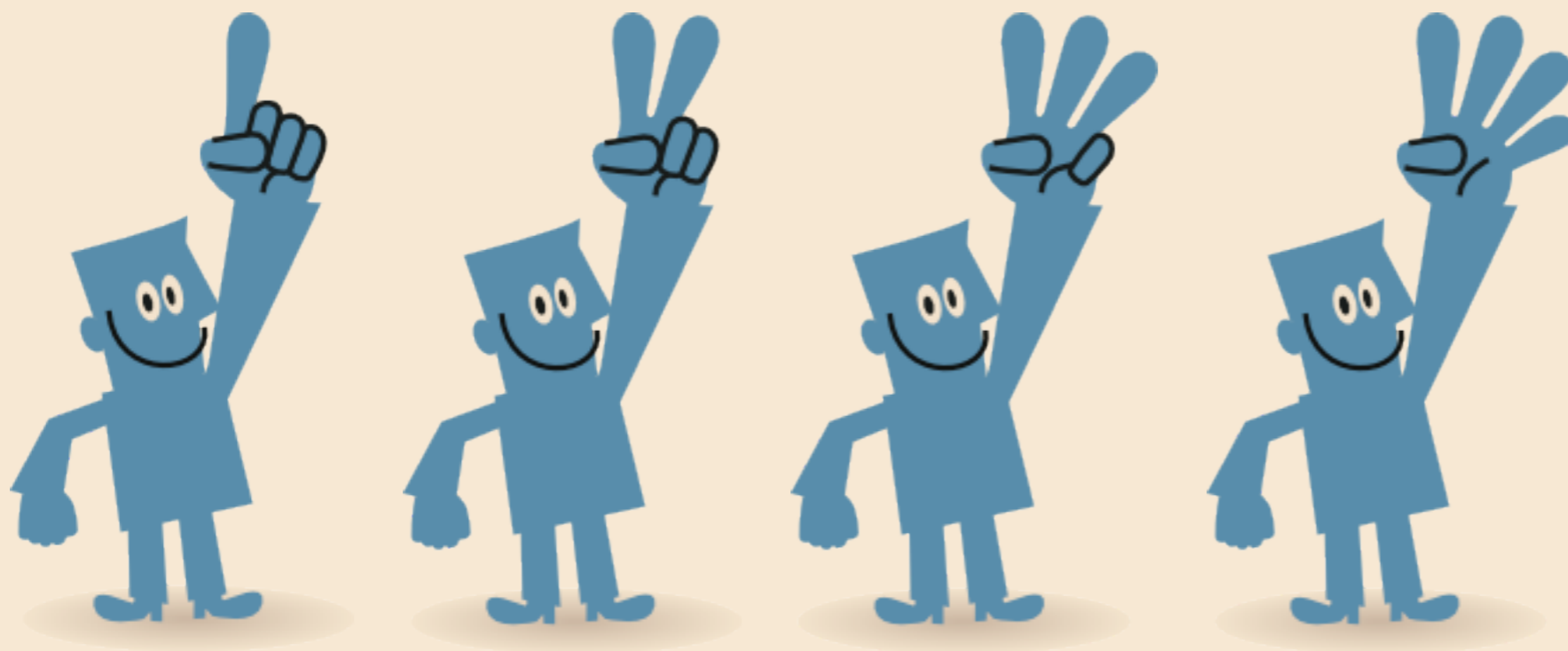There is only #1 priority
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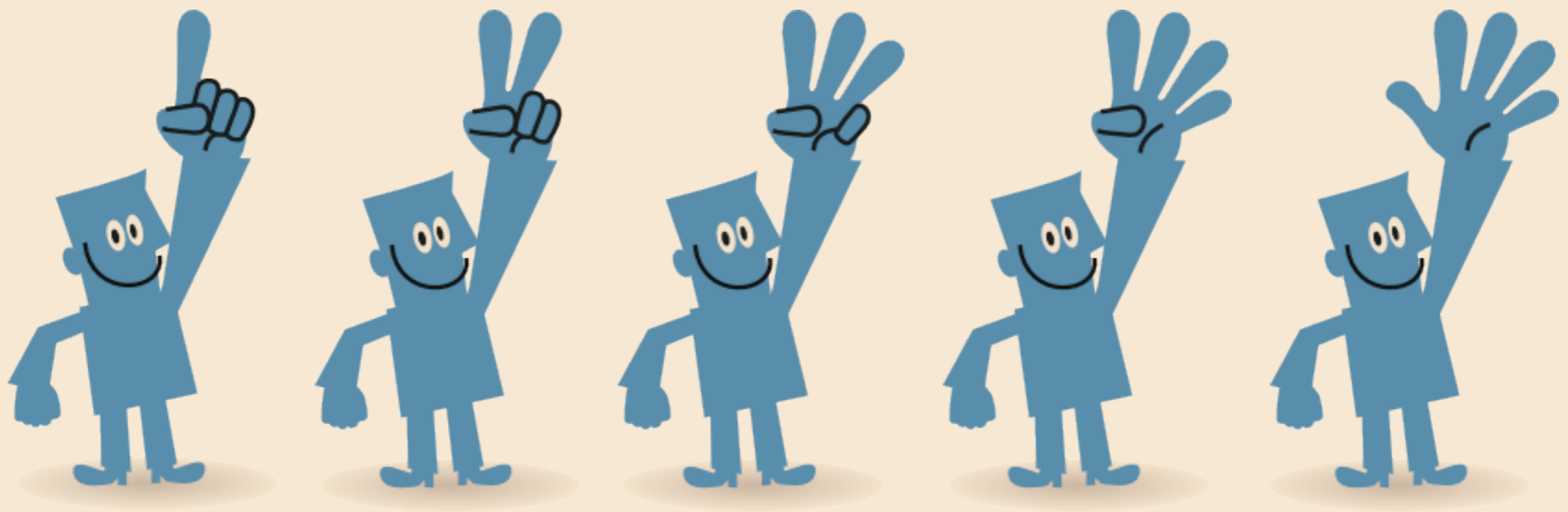Don't be fooled that you are effective at multi-tasking (time slicing)
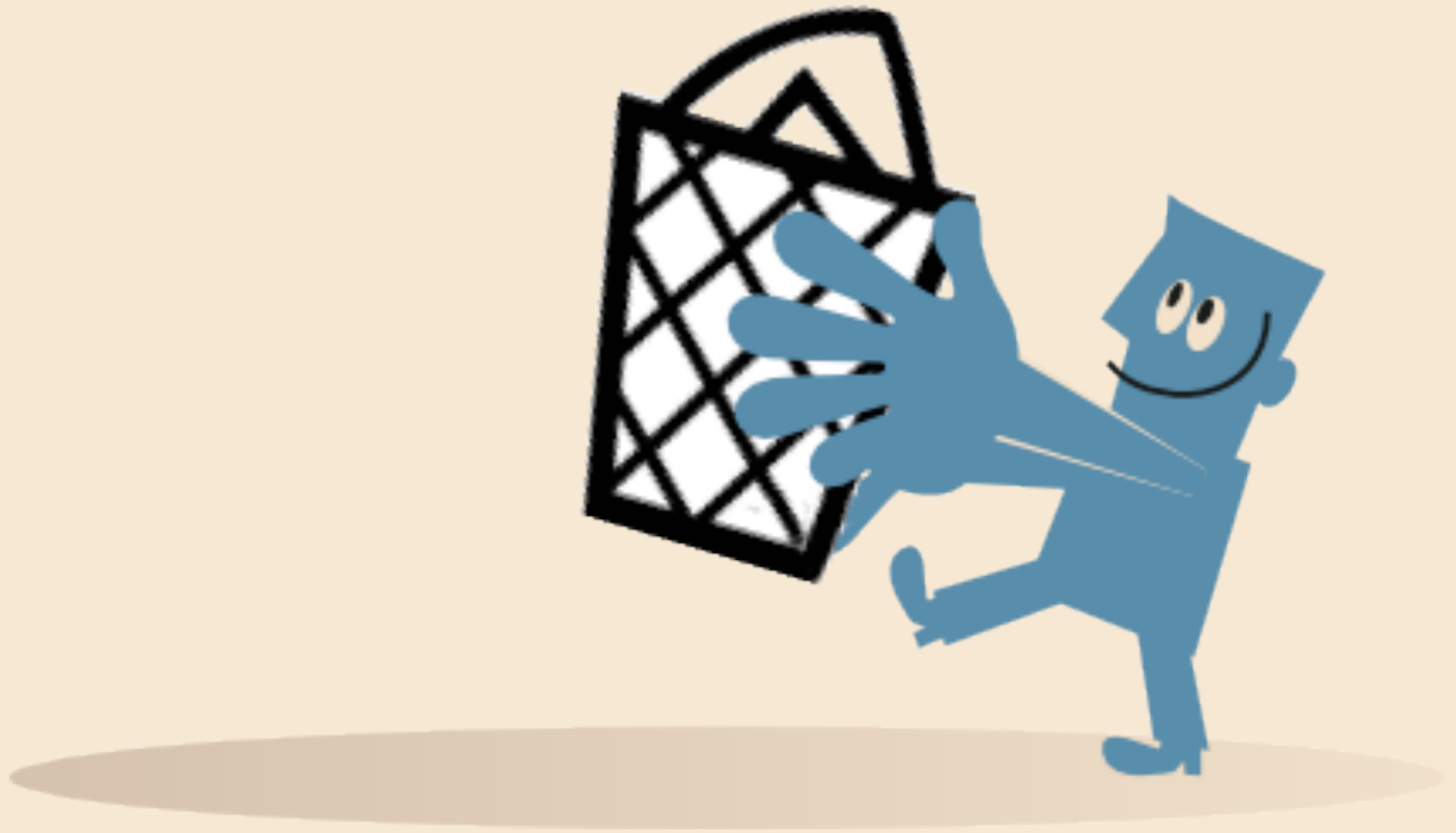
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Eliminate waste

Eliminate waste through delegating, re-negotiating, and deleting items that should not command your attention
Understand what is expected of you
Produce quality work
Reduce your backlog
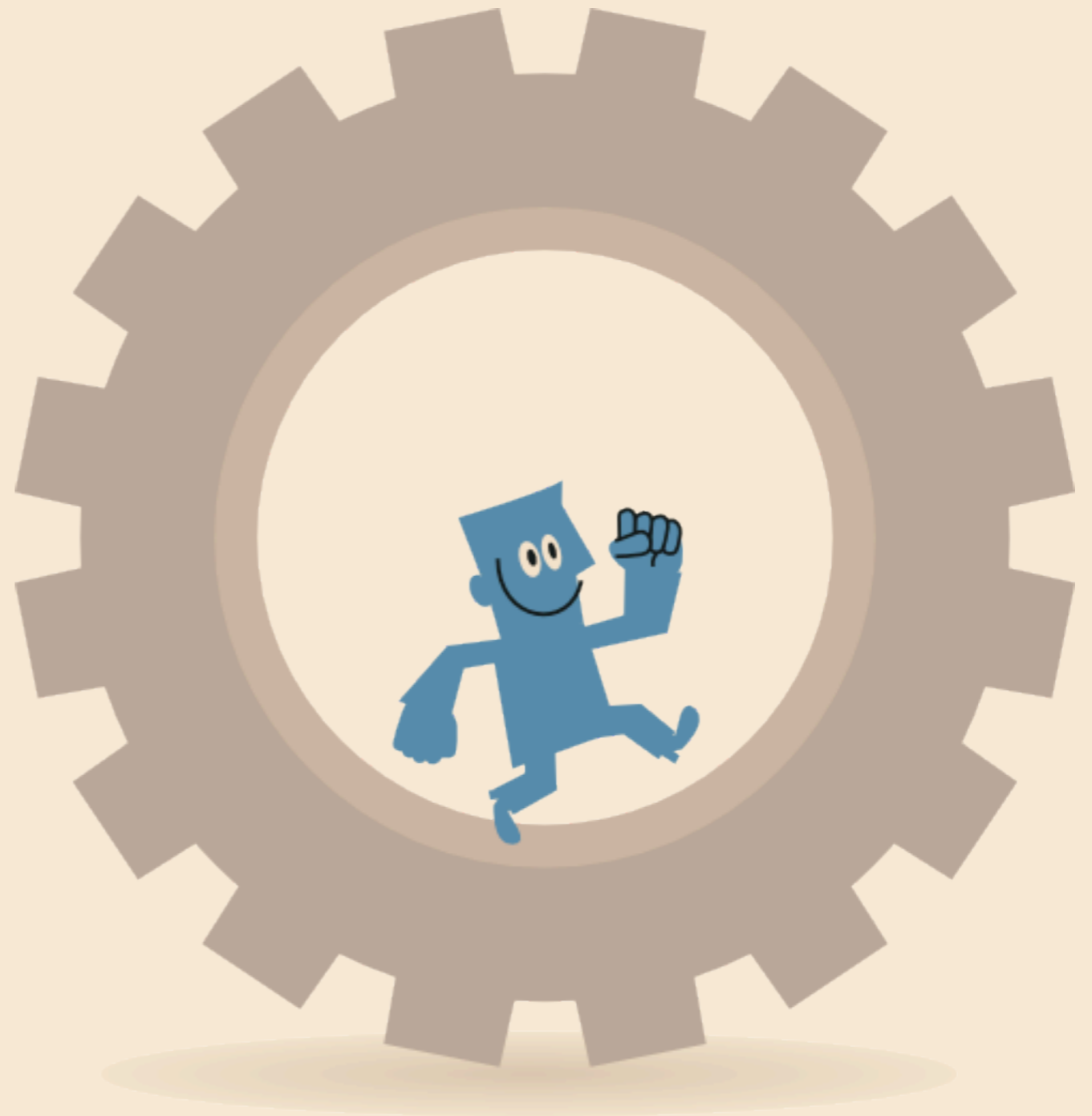
Find your rhythm

Make progress each day against your goals and tasks to take advantage of the flywheel effect
Know your power zones and select the right task based on your energy level

Avoid overburden

Don't overburden your system
Set realistic goals
take periodic breaks
Reset weekly and yearly

Automate

Automate all repetitive tasks
Use inbox rules

Trust your process

If you can't trust your process, you will fail.
Making sure everything is on the backlog is critical
Holding your weekly and daily meetings is critical
Even more important during times of crisis and time is in short supply

Capture and apply all lessons learned in order to improve your capacity and your process
Helps you get back on track
Process will not be the same next year

Week in the Life

http://kenhaigh.com/the-best-week-ever/

I am going to take you through the planning I do in a typical week
We will do a Weekly Planning Session, Daily Planning Sessions, and Weekly Review.
Switch over

Thank You!

Visit
http://kenhaigh.com
for more information on
leadership, productivity, and
technology