

# A BETTER PROFESSIONAL YOU

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# SOME THOUGHTS ON TIME MANAGEMENT A PRINCIPLES APPROACH

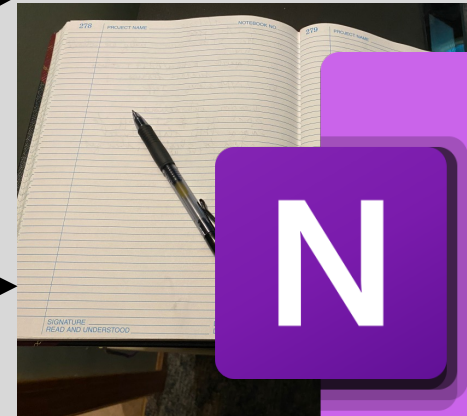
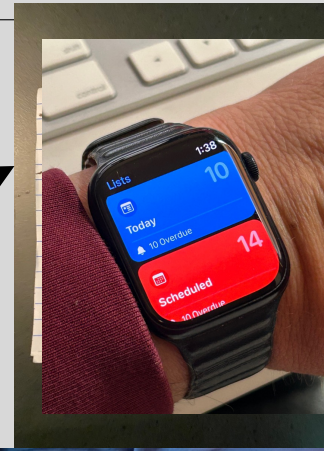
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# Time Multipliers

- Commit some time to Important but not Urgent work.
- Be done-done.
- Leave breadcrumbs.
- Engage in complementary multi-tasking.
- Leave slack in your schedule.
- Work with synergistic people.
- How can we do this? Consider Kanban.

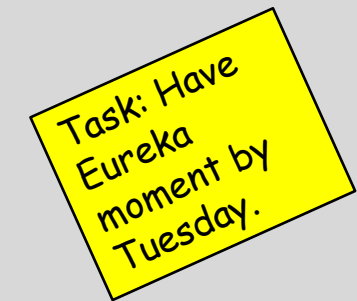
# Notebook – Kanban Onramp

- Knowledge is created on the edges:
  - Conversation between you and others
  - Reading, watching, listening to resources
- Capture ideas in real time
  - Small pocket notebook & pen for “on the go”
  - Notebook for the workplace
  - Archived for looking back
- Digital Options:
  - OneNote (Microsoft) – Great for conferences, blending images and notes
  - Evernote – Similar to OneNote
  - Simple text file – Most flexible and resilient digital option
- Next: All these great ideas. How to manage? Kanban!



# Kanban principles

- Limit number of “In Progress” tasks
- Productivity improvement:
  - Optimize “flexibility vs swap overhead” balance. No overcommitting.
  - Productivity weakness exposed as bottleneck. Team must identify and fix the bottleneck.
  - Effective in R&D setting. Avoids a deadline-based approach. Deadlines are dealt with in a different way.
- Provides a board for viewing and managing issues



# Basic Kanban

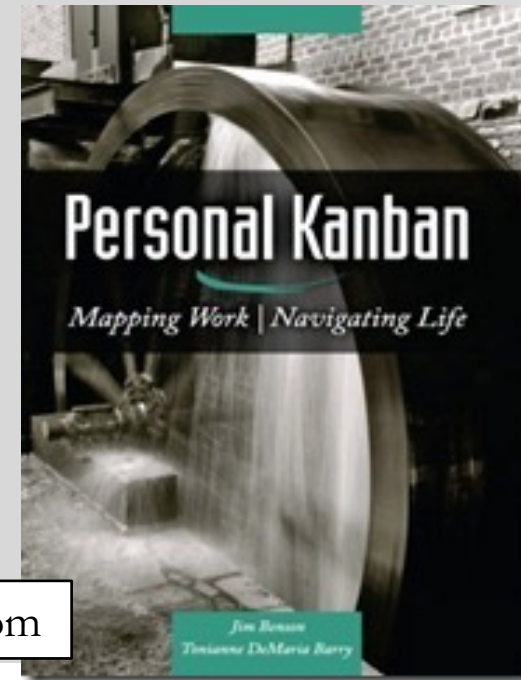
Backlog	Ready	In Progress	Done
<ul style="list-style-type: none"><li>• Any task idea</li><li>• Trim occasionally</li><li>• Source for other columns</li></ul>	<ul style="list-style-type: none"><li>• Task + description of how to do it.</li><li>• Could be pulled when slot opens.</li><li>• Typically comes from backlog.</li></ul>	<ul style="list-style-type: none"><li>• Task you are working on <i>right now</i>.</li><li>• <b>The only Kanban rule: Can have only so many “In Progress” tasks.</b></li><li>• Limit is based on experience, calibration.</li><li>• <b>Key: Work is <i>pulled</i>. You are in charge!</b></li></ul>	<ul style="list-style-type: none"><li>• Completed tasks.</li><li>• Record of your life activities.</li><li>• Rate of completion is your “velocity”.</li></ul>

## Notes:

- Ready column is not strictly required.
- Other common column: In Review
- Can be creative with columns:
  - *Waiting on Advisor Confirmation.*

# Personal Kanban

- Personal Kanban: Kanban applied to one person.
  - Apply Kanban principles to your life.
  - Fully adaptable.
- Personal Kanban: Commercial book/website.
  - Useful, but not necessary.



<http://www.personalkanban.com>

# Kanban Tools

- Wall, whiteboard, blackboard: Basic approach.
- Software, cloud-based:
  - Trello, JIRA, GitHub Issues.
  - Many more.
- I use Trello (browser, iPhone, iPad).
  - Can add, view, update, anytime, anywhere.
  - <https://trello.com/b/04MQXyLo/personal-work-tasks>



# Big Question: How many tasks?

- Personal question.
- Approach: Start with a realistic list of what you are working on right now. See how it goes.
- Use a freeway traffic analogy:
  - Does traffic flow best when fully packed? No.
  - Same thing with your effectiveness.
- Spend time consulting board regularly.
  - Brings focus.
  - Enables reflection, retrospection.
- Use slack time effectively.

# Time Multipliers

Kanban assists you with these principles:

- Commit some time to Important but not Urgent.
- Be done-done.
- Leave breadcrumbs.
- Complementary multi-tasking.
- Leave slack in your schedule.

Not this one:

- Work with synergistic people.

# Importance of “In Progress” Concept for you

- Junior community members:
  - Less control over task.
  - Given by supervisor.
- In Progress column: Protects you.
  - If asked to take on another task, respond:
    - Is this important enough to become less efficient?
    - Sometimes it is.

# (Personal) Productivity++ Initiative

Ask: *Is My Work* \_\_\_\_\_ ?

## Productivity++

- ✓ Traceable
- ✓ In Progress
- ✓ Sustainable
- ✓ Improved

Version 1.3



<https://github.com/trilinos/Trilinos/wiki/Productivity---Initiative>

STAY SEXY  
&  
DON'T  
GET  
MURDERED

Karen Kilgariff &  
Georgia Hardstark

A DUAL MEMOIR BY THE CREATORS OF THE #1 HIT PODCAST

My favorite murder

THE  
DEFINITIVE  
HOW-TO  
GUIDE

THE **DYSLEXIC**  
ADVANTAGE

HARD  
N<sup>SON</sup>

THE **CHECKLIST** MANIFESTO  
HOW TO GET THINGS RIGHT

ATUL GAWANDE

**VIRGIN WAY**

**SOFT SKILLS**

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Programmers

((••AUDIO BOOK••))

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make it stick



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# YOUR DIGITAL PRESENCE

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# Digital Platforms for Communication

- **REMINDER: Free digital platforms are:**
  - Free as in no out-of-pocket expense, or "freemium" (pay for some features).
  - NOT free as no-cost:
    - Your information (usually anonymized) is mined and used.
    - When paired with other information outside the system, can quickly and uniquely identify you.
- Takeaway: Be careful what you share, or if you share at all.
- Having said that:
  - These platforms are useful for making others aware of you, your projects.
  - They are indispensable for distributed collaboration. Just be careful with sharing scope.

# LinkedIn



- Professional Networking Site.
- Owned by Microsoft.
- Used for professional news, recruiting, community stature.
- Skills and Endorsements.
- A professional version of FaceBook.



# GitHub



- GitHub is an information management and collaboration platform.
- It is useful for software projects (you know this) and much more (you may not know this).
- Formatted documents: Markdown - <https://www.markdownguide.org/cheat-sheet/>
- Types of organizations:
  - You (your GitHub ID):
    - maherou – mine (\$4/month)
    - <https://maherou.github.io> – My website
    - <https://github.com/maherou> – Uses a newer GitHub profile repo – Enables configurable README.md
  - Others:
    - BetterScientificSoftware: Org for advancing, well, better scientific software.
      - Multiple repos: PSIP-Tools, Trust-Tools.
      - Special repo: <https://betterscientificsoftware.github.io>
    - Collegeville: Educational org
      - <https://github.com/Collegeville>
      - Research student repos.
      - Project repos.
      - Issues-only repo: <https://github.com/Collegeville/Labora>
      - Team policy: <https://github.com/Collegeville/Labora/blob/master/TeamPolicy.md>
      - Workshop repos: <https://github.com/Collegeville/Workshops>
      - Generated website: <https://collegeville.github.io/Workshops/>

# High points

- Time is precious: Manage it well, even in this early phase of your life.
- Structure your life so you are effective (character) and efficient (competent).
- Always improve: Build habits so learning is naturally part of your life.
- Seek diverse content: Needed for big picture thinking.
- Establish (or not) your online presence.

# Challenge One

- Establish a personal note taking system
- How will you capture ideas that emerge in real time?
- How can you capture visual and text content?

# Challenge Two

- Establish a work management platform
- Will Kanban work for you?
- Something else?
- What tools?

# Challenge Three

- Create your own GitHub pages website:
  - Start from an existing site you like:
    - Fork it
    - Rename it to github-id.github.io (example maherou.github.io)
  - Clone it (recommend using GitHub Desktop Client)
  - Edit using:
    - GitHub web-based editor (for small changes or creating a new file)
    - Atom (downloadable and integrated with GitHub Desktop Client)
    - VS Code (my new favorite Markdown editor)
  - Commit back to main GitHub repo
  - Make sure GitHub pages features are enabled for the repo in Settings
  - Wait for it to compile (automatically done using Jekyll)
  - View the site at <https://github-id.github.io>

# Challenge Four

- Create a LinkedIn account
- Add bio, experience, interests
- Invite people to connect (you can invite me, I will accept)
- Consider doing skills tests, getting recommendations, ...

# Challenge Five

- Invest in learning how to use generative AI tools
- Be creative, make AI your intellectual companion
- Create a collection of advisory personas: Your personal team
- You and AI are better than you alone