

OBSIDIAN -> GET ORGANIZED!

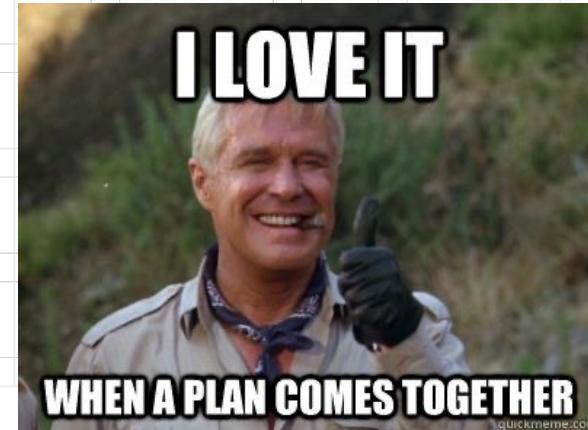
HOW TO ORGANIZE WHEN YOU ARE LOSING
AND
HOW I CHOSE TO LOSE EACH DAY

STEPH JANSSEN | ZALTBOMMEL | 01-09-2023

● Classification – Public

WHO AM I?

- 44
- Gaming
- Programming (Project Euler, Advent of Code, Leetcode)
- Homelab / Home automation
- Addicted to organizing everything and exchanging knowledge with others
 - The dopamine-machine when things fall in place and structures maintain themselves.



WHO AM I?



Classification – Internal

WHO AM I?

- CampZone and gaming events



THE PROBLEM

- Within ON2IT I'm responsible for 3 topics:
 1. Consultants
 2. Projects
 3. Products (the services we deliver)

This means:

- Responsible for consultants and their careers
- Continuously about 80 running projects at ca 80 customers
- 2 sales-teams need help and support
- A number of services that are constantly changing and evolving, from multiple vendors

My memory doesn't facilitate this!

What's your challenge? How do you safeguard your digital fitness?

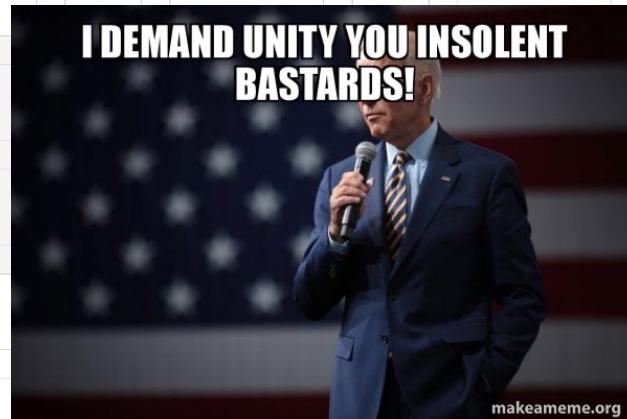


SYSTEMS AND PROBLEMS

- Customers work in their own way
- Colleagues and departments work in their own way
- Mail, chat, messenger, who uses what?
- Ticketingsystems, calendars and their own goals
- Everybody does their damn best

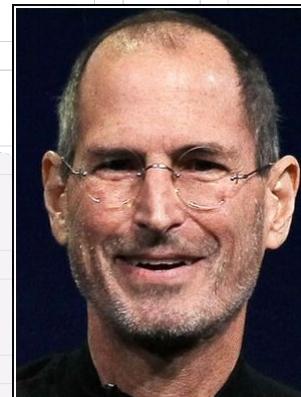
So...

- My way or the highway?



THE PROBLEM IS YOU

- You can't get people in your system
- People communicate as they are
- You have to participate in some things:
"We just use x. for y., sorry!"
- You try to make it work, but...



Do not try to do everything. Do one thing well.

— Steve Jobs —

AZ QUOTES

CREATE YOUR OWN ORDER – ADHERE TO THE RULES

- There can be only 1(!)(!)(!) pile of work, 1 todo list
 - You need a ticketing system that contains your urls and dossiers
 - You need a documenting system in which you keep linkable notes
(And can even find them!)



● Classification – Public

TODO

- Chose a tool! **Any tool** with **tags**
 - Microsoft Todo, Apple Reminders, TickTick, Obsidian, Superlist, whatever.
- STICK TO IT and make it work.
- Use TAGS.
 - Autocomplete tags make you name things the same way every time.
 - Tags make everything quickly searchable
- TODO dates CANNOT BE THE DEADLINE
- Make TODO's your inbox (or thought collection bucket, GTD)
- TODOS are not DOSSIERS or a ticketing system!

This tool helps you choose how to lose each day.



Dump

Grind / Repeat

Own wishes

Classification – Public

Today

- Afdelingsoverleg voorbereiden
Work - Grind - 16:00, Weekly
- Wekkers voor afspraken
Work - Grind - Weekdays
- Rob nieuws over [REDACTED]?
<https://pm.on2it.net/issues/10664>
- Chat van Lieve Jan oppakken!
Work #Lieve_Jan [REDACTED]
- [REDACTED] endpoint isolatie bij MDR?
Met Johan bespreken. API call doen?
Work #Johan [REDACTED] #Lieve_Jan [REDACTED] #MSS
- [REDACTED] 134 sluiten?????
<https://pm.on2it.net/issues/10674>
Work - Yesterday # [REDACTED] #Peter-Paul [REDACTED]
- Antwoord op [REDACTED] firewall?
<https://pm.on2it.net/issues/10716>
Work - Yesterday #Aldwin [REDACTED]
- Maurice en Aldwin gesproken over de [REDACTED] sizing en het nieuwe PAN formulier?
<https://pm.on2it.net/issues/10717>
Work - Yesterday # [REDACTED]
- Project 272 [REDACTED] Istanbul contract?
Work - Yesterday # [REDACTED] #Jeroen [REDACTED] #Tessa [REDACTED]
- [REDACTED]
<https://pm.on2it.net/issues/10661>
Work - 25/10/2022 #HR #Marketing
- [REDACTED] update?
Work - 25/10/2022 # [REDACTED] #Tessa [REDACTED]
- [REDACTED] Antalya
Work - 25/10/2022 # [REDACTED] #Peter-Paul [REDACTED]
- [REDACTED] Notulen sturen
Work - 24/10/2022, 15:00, Weekly # [REDACTED]
- AIOps opgepakt?
<https://pm.on2it.net/issues/10684>
Work - 24/10/2022 #Jeroen [REDACTED] #Johar [REDACTED] #Peter-Paul [REDACTED] #Rob [REDACTED]

CHOOSE HOW YOU LOSE

- 1 list, every morning 3 minutes
 - Deadlies?
 - Grind okay? (Repeating tasks)
 - Once a week: High level / meta / own wishes?
- Mail
 1. Read and archive
 2. Answer and archive
 3. Put on todo and archive
- YOU JUST EMPTY THE BOX**
- Chat
 1. You read
 2. You answer
 3. You put on the todo (most have links!)

The 4 hour workweek – Addendum 3 in the labs



quickmeme.com

<https://www.youtube.com/watch?v=ydmPh4MXT3g>

TICKETING

- Topic
- Header containing info
- Description
- Updates

- Who cares?
 - Service now
 - Redmine
 - Gitlab
 - Github
 - TopDesk
 - Kanban
 - Sandstorm



The screenshot shows a ticketing application interface. At the top, there's a header with various project and system status indicators. The main area displays a ticket detail page for task #10664, titled "#10664 - Extra uren verkocht?". The ticket details include:

Status	In progress	Priority	Normal
Assigned to	Steph Janssen (Office)	Due date	—
Author	Steph Janssen (Office)	Duration	—
Estimated time:	—	Start date	11-10-2022
Tracker:	Task	Spent time:	0.00 h
Project:	#101 - Separate FR and NL	Created:	11-10-2022 09:57
Asked from:	—	Private:	false

The ticket description notes: "Al een hele tijd zitten we achter [REDACTED] aan. We moesten voor de scheiding vanalles extra doen en de uren zouden geen probleem zijn. Echter reageert de klant telkens niet. In juli hebben we een nieuwe SOW uitgegeven."

Below the ticket details is a "Checklist (0/0)" section. The message history shows the following interactions:

- Steph Janssen (Office) 20-10-2022 10:32: Ze komen naar kantoor, hij bespreekt het dan met ze.
- Steph Janssen (Office) 19-10-2022 15:57: Nog eens geïnformeerd bij Rot [REDACTED]
- Steph Janssen (Office) 11-10-2022 10:00: Description updated (diff)
- Steph Janssen (Office) 11-10-2022 09:58:

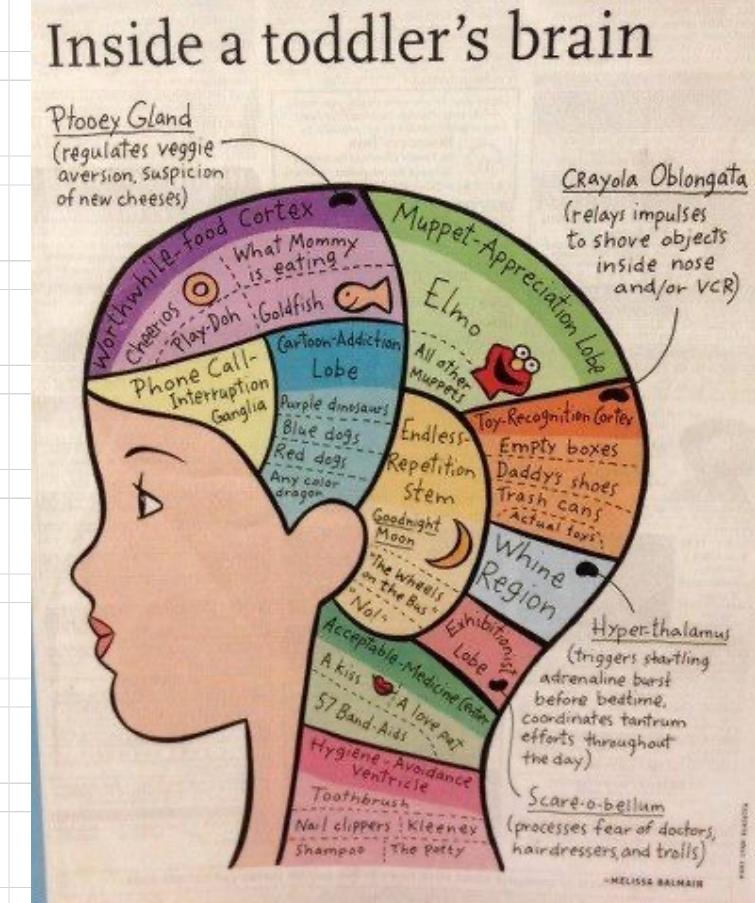
Hallo Steph,
Zal dit morgen eerst even met [REDACTED] bespreken.
Wat mij erg verbaast is dat dit voorval al vanaf medio mei actueel is. Naast onze kijk op dit verhaal (wat ik morgen vast en zeker te horen ga krijgen) ben ik ook erg benieuwd naar de kijk van de klant op dit verhaal.
In de offerte [REDACTED] zie ik geen informatie staan over welke stappen er genomen gaan worden wanneer de stripkaart niet meer toereikend is voor de beoogde werkzaamheden.
Hoop dat we tot een oplossing kunnen komen.
Gr,
Rob
- Steph Janssen (Office) 11-10-2022 09:58:

Hi Thierry,
Thank you for the update, very curious to the outcome as there are also outstanding hours as far as i know.
Let me know if we can help!
Kind regards,
Steph Janssen
Manager Professional Security Services

Classification – Public

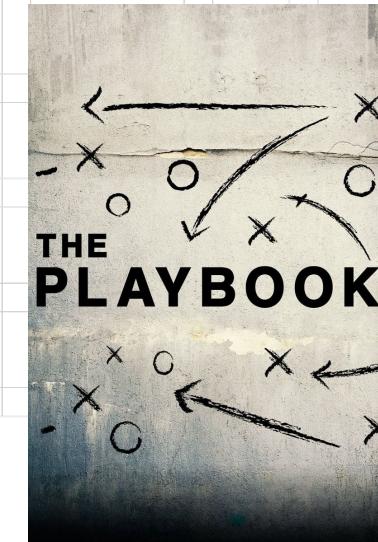
NOTES / DOSSIERS / YOUR HEAD / KNOWLEDGE

- To document is to survive
 - Meeting notes
 - Notes
 - Things you want to dive into / research
 - Things you might want to find later
 - LINKABLE for the todo:
<obsidian://open?vault=Obsidian&file=Home%20%F0%9F%8C%8D>



RULES OF DOCUMENTING

- You only document for yourself in 6 months
 - Only clean up -when- you want to share – [Overoptimize of Elon Musk](#) (Don't optimize what shouldn't exist)
- You should be able to start typing instantly. Clean-up comes later
 - While you were thinking on where this note should go, the important topics were tackled
- Auto complete TAGs to find stuff (the value of a label) – Especially with hierarchy
 - *Philips? Philips DVS? Digital Video Systems? PDVS? Shit, what was it? Or did I just say Work Eindhoven?*
- Reusable structures should be easy and accessable
- Don't be trapped in a tool
 - The journey will never be finished
 - As low-tech as possible
- Link to different matters or tasks easily
- Quickly use and paste media
- Open source or open format is helpful (Notion, Roam Research, LogSeq, Obsidian). These tools use Markdown.



STRUCTURE (PLEASE CHOOSE YOURSELF!)

- Vaults and contents

- **This doesn't really matter, you search and use tags.**

- A standard structure is fine for archiving, for example:
- Customers\Customer 1\Project 1\Meetings
- Customers\Customer 1\Project 1\Deliverables
- Customers\Customer 1\Meetings
- Meetings\Department\Meetings
- Meetings\Department\Person\Meetings
- Department\Products
- Department\Documents

Folders are the old way, tags the new – Addendum 3 of the labs



CHOOSE HOW YOU LEARN AND IMPROVE

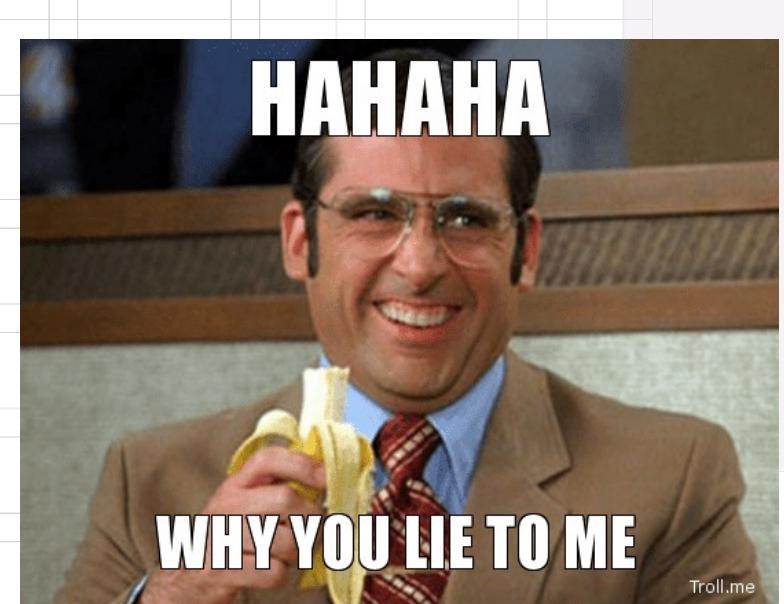
The 4 hour workweek – Addendum 3 in the labs

- End of the week: Read diaries and cleanup of week
- What should I get rid of?
 - What do I want to stop from repeating?
 - What can I automate?
 - What would be nice?
 - What slipped my mind?
- Cleanup
 - What remains?



THE LIES OF THIS PRESENTATION

- The tool only works when you configure it, and that's some 10 minutes work
 - I'll share the settings and plugins
- I lose every day, but I try to manage how I lose
- I fuck up regularly
 - It remains a matter of "journey" and discipline
- I did a lot of stupid things in my structures
 - *It doesn't matter all too much - Tags and search will save you*
- The moments this saves me, increasingly, are priceless



THE FUTURE OF ORGANIZING

- The End of Organizing

How GPT-3 will turn your notes into an **actual** second brain
<https://every.to/superorganizers/the-end-of-organizing>



SHOWCASE: LABS – DO IT YOURSELF!

- ON2IT medewerkers: Je kan Obsidian via self service installeren
- <https://github.com/on2itsecurity/meetup-how-to-get-2023-organised>



LET'S STAY IN TOUCH



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