Its never too late to commit

Start now! You can do it.

Mornings. Set up for success.

Clear and clean desk

Plan day / week / month

Inbox to zero, then close email

Disconnect internet if possible

Close excess programs

Complete anything that someone is waiting on you for

Reduce procrastination

Have all equipment ready and operational

Be hydrated and fed

Don't call it 'have to do' or 'work' or anything boring or negative, call it learning or teaching

Make a list

Eliminate clutter

Have deadlines

See if can use a contextual map

Disconnect the internet

Use colour when bored to add some creativity and recapture focus

Close email whenever possible. Don't communicate by email.

Pomodoro

Get started, it's the hardest part. If you find yourself stopped then get started again

Research and review

Learn about the areas. Form an opinion

Review

Previous projects to see what can duplicate

knowledge base to see what relates

Research

Investigate connections, what are other world class manufacturers doing

Talk to any team member who might have advice

Research and review (cont)

Read online opinions and articles on the topic

Ensure any arguments to be had are sound

Communications

Make things interesting to look at

Communicate ideas using analogies

Condense info, the team don't process walls of text

Don't expect to remember most of what put together prior to a meeting or presentation. You need to learn material not just read it

Learn it = you could explain the concept to a 5 year old

Use case studies

Overarching

Choose the right thing (the 20%, the frog) and then plan, put in time and effort, have stamina

Questions to ask self

What can I really nail here?

What is the hardest thing?

Is there anything I have left out?

How can I give the most benefit?

What would I be relieved someone had done?

What would really impress _?

Have I thought about our hypothesis?

Why am I spending so much time on _?

How can I make my work interesting?

Is there an easier way to tackle this problem? How would [someone who has been successful here] do it?

Is it too messy, can I make it flow better?

Is everyone ok?

How would _ do it?

How would I advise _ to do it?

What is the 20% here?

20% of the work creates 80% of the reward.

Eat that frog

First thing in the morning, you do the most annoying, irritating, difficult, unpleasant task on your task list. Then it's done!

"Mark Twain once said that if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long."

Planning and projects

Write it down. All of it. Everything that people expect, everything that people promise.

Send a note confirming that you wrote it down, specifically what you heard, what it will cost and when they will have it or when they promised it.

Show your work (Processess, milestones)

Keep a log, you'll need it for the next project

Don't change things while people are reviewing them, because then we both have to do it twice.

The project will take longer than you hope it will. It will.

What needs research

Identify and obsess about the critical path, if the longest part of the project takes less time than you planned, the entire project will take less time than you planned

Refer to trigger list

Research and review

Make a plan. Objectives, outputs, tasks and timeline. Execution.

Finish as soon as you can (but don't half ass it)

List areas of business affected and how, start dialog with those areas

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Planning and projects (cont)

Wrap it up. When you're done, take the time to identify what worked and what didn't, and help the entire team get stronger for next time.

General

Have a goal each work / study day. Measuring in time is nearly useless.

Improvise

Keep things simple

Keep things useful

Don't be afraid to get things wrong

Do the hard stuff

Be comfortable saying 'follow me'

Don't reinvent the wheel if you don't have to

Set clear goals you can actually attain, even if they seem 'too small'

Repeat and referral: Learn to say no to stuff you don't like without feeling guilty, what you do agree to is what you will end up doing in future. Things people ask of you will often be repeat or referral based on things you have done in the past. **As are many of the things you will tell yourself to do.**

Meetings

Understand objective prior to meeting

Read documents, emails and agenda if you have them

Prepare anything I need 2 days ahead

Prepare questions

Make notes after each meeting

Revisit prior meeting notes if exist

Read up on the attendees

Look out for self

Knock anything out of the way early if possible (do it for own wellbeing it's not worth the stress of waiting)

Always look to see if this has been done before and how

Don't reinvent the wheel

Guide, help and plan for Future Self

Record 'what worked, what didn't' and use the knowledge

Update this document

Review moleskine / notebooks for any notes made during project

When learning new things make 'Cheat sheets' they are useful in future

Be a guiding light for others, share knowledge openly

The things you do or agree to do today will be the things that you do in future.

Form an opinion based on fact

Always form an opinion.

Doesn't have to be right.

Opinion should always be evolving.

Communication

Explain like listener is five

Soften language

Learn to get buy in

Don't be afraid to ask questions

Unclear instructions:

Get clarity on poor instructions ASAP

List what you don't understand and ask for team members guidance

Time and effort

Every minute spent in planning saves me about ten minutes in execution. Plan everything.

Any task, no matter how complex, can be broken down to manageable smaller tasks. Then any goal is as easy as checking off tasks. Those tasks should go down to about the size of an hour or a few hours.

Remember Parkinson's Law

If you are not 5 minutes early, you are late. If you are missing, you've tripled your workload

Do not ask things via email or respond via email where possible

Maintain and grow knowledge

Treat important things like there will be an exam on it at the end of the month

Maintain personal knowledge base in Dropbox

Structure notes around skills

Create a cheat sheet on new skills

I learn by doing

Translate Uni courses into useful notes for work

Use journals on the internet if useful

Don't be afraid to use the knowledge of workmates. Try and write anything down.

Find and use online resources (so helpful)