

Personal Productivity Patterns

Stefan Rotsch



I'm a
software developing
photography loving
pipe organ playing
dad of 2 wonderful kids



...and I'm happily working at



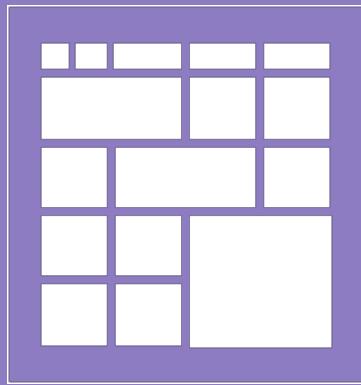
Introduction



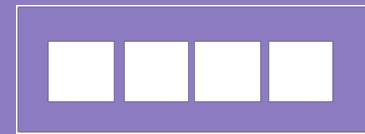
WHY should you care?



Looking beyond Scrum and Kanban



Product
Backlog

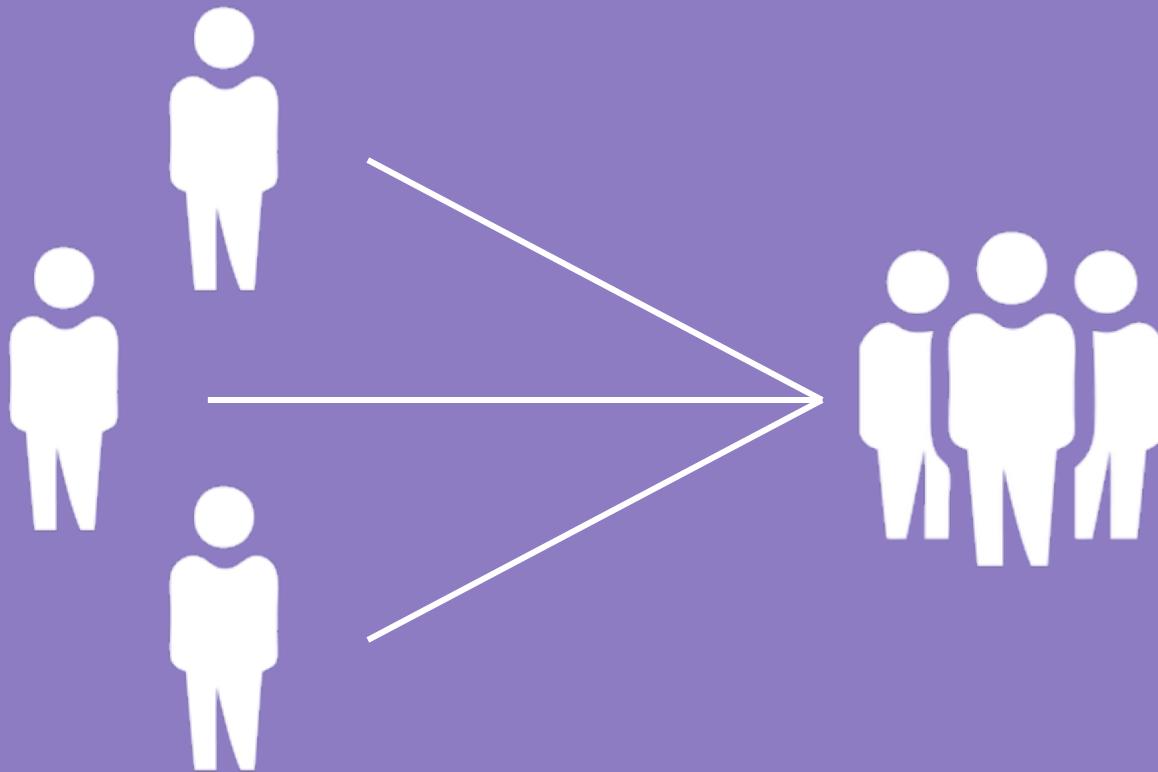


User Story

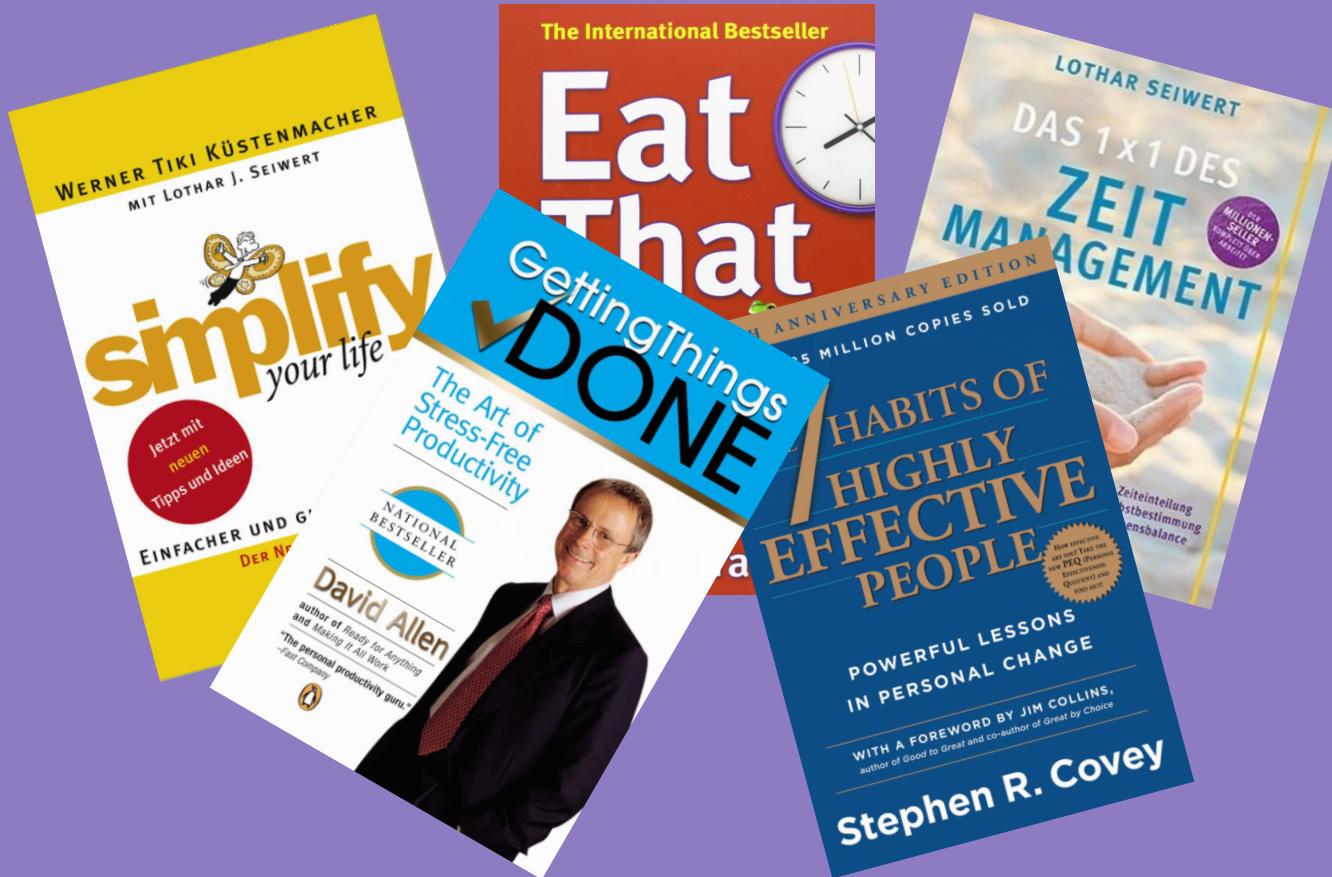


Task

Productive individuals form productive teams

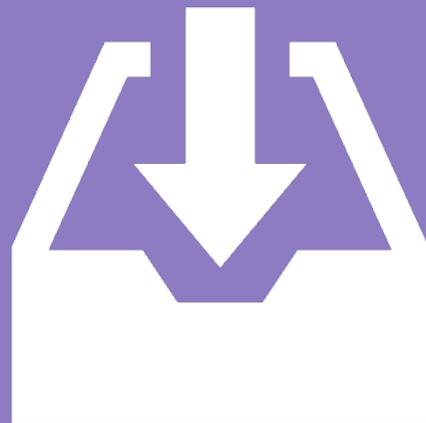


Personal productivity seems to be a topic

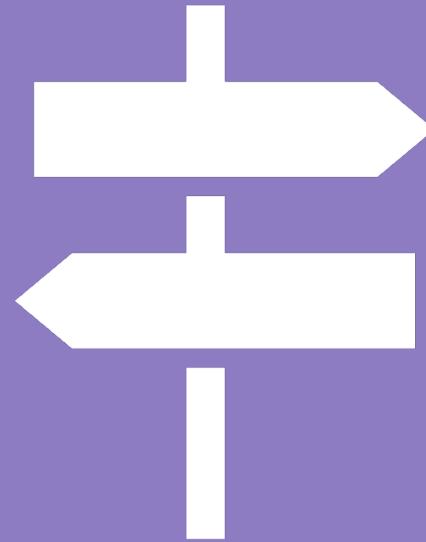


The essence of personal productivity

Capture



Decide



*“Your mind is for having ideas,
not holding them.”*

— David Allen



Capturing Information





Gocce D'Acqua (Water Drops) by [Dirklaudio](#) (CC BY)

How information enters our lives





Juliet by Colleen A. Bryant (CC BY)

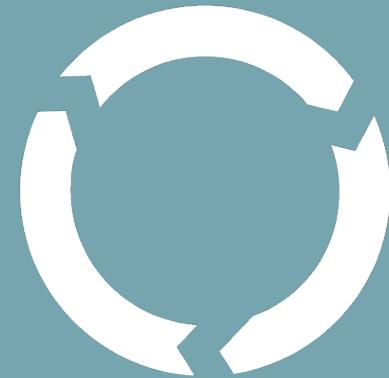
Manage your inboxes



Physical
and
virtual



As many
as required,
as less
as possible



Process
regularly



The logical, trusted system



Lists



Calendar



Storage

“Give yourself permission to capture and express any idea, then later figure out how it fits in and what to do with it”

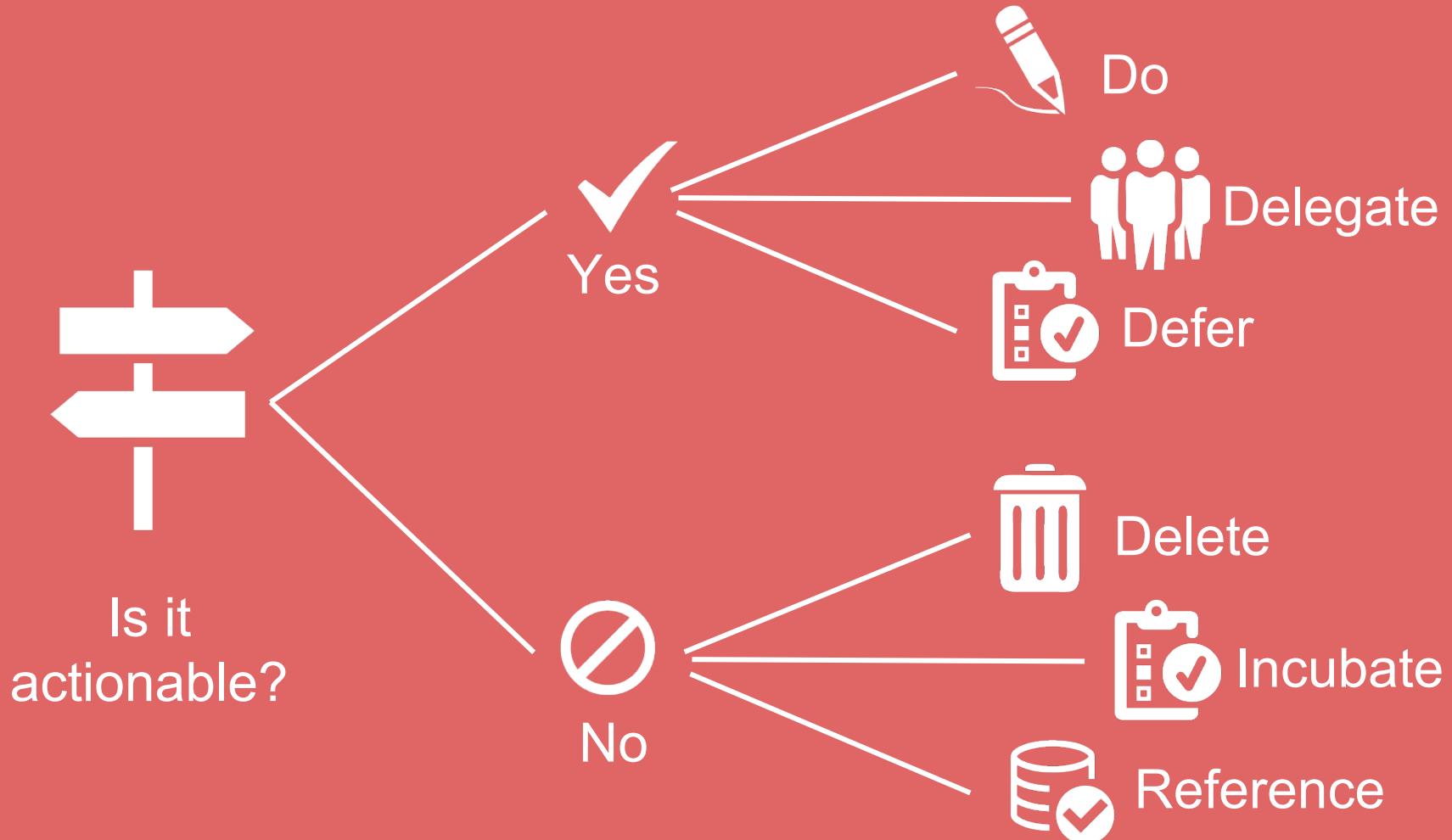
— David Allen



Taking Decisions



The GTD decision path



What is the next action?





*“If you put off everything ‘till
you’re sure of it,
you’ll get nothing done.”*

— Norman Vincent Peale



Day Planning



Februar
Février

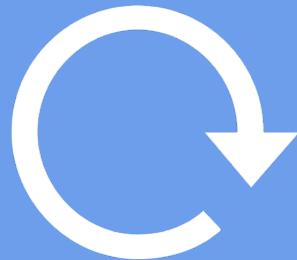
Mittwoch
Mercredi

9

Planning your day



Highest priority first



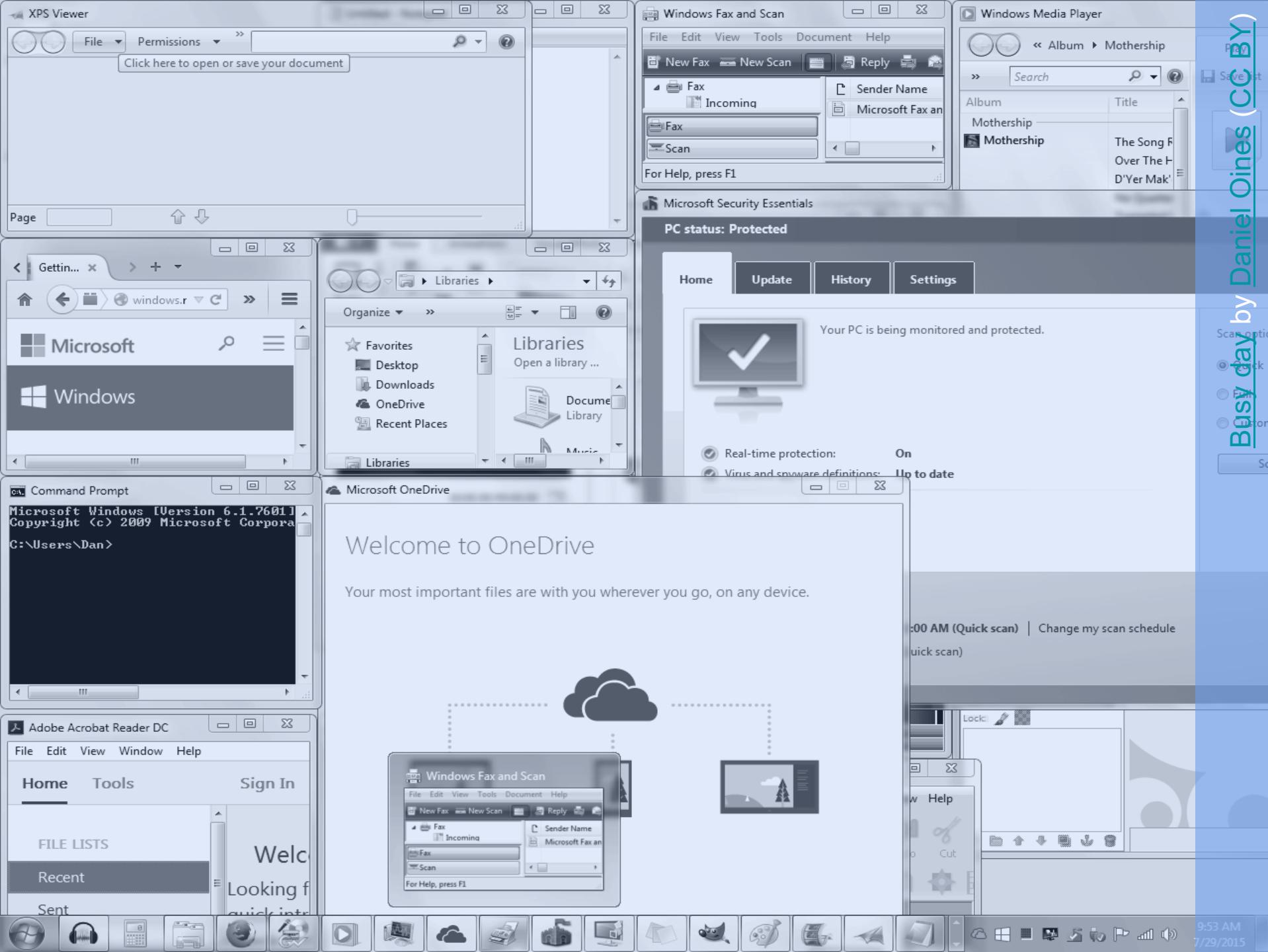
Establish routines



Group similar tasks



Remove distractions



*“By failing to prepare,
you are preparing to fail.”*

— Benjamin Franklin



Managing Interruptions



*“On average,
it took employees 25 minutes
to return to their initial task”**

* Thompson, Clive: Meet the Life Hackers. New York Times, 2005/10/16.



*“Each employee
spent only 11 minutes
on any given project
before being interrupted”**

* Thompson, Clive: Meet the Life Hackers. New York Times, 2005/10/16.





[Tunnel vision](#) by [Jeremy Keith](#) ([CC BY](#))

Managing interruptions



Focus
time



Say No /
Postpone



Switch
tasks



Keep an
Anti-ToDo
list

*“First, let me finish.
Then interrupt.”*

— Brian Spellman



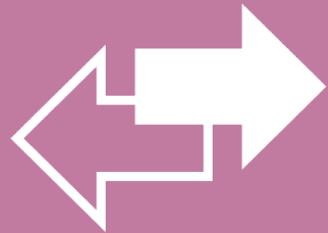
Reviewing Progress



Regularly review your own work



Have
everything
covered



Follow up



Stay up
to date



Check
goals

*“You can only feel good
about what you're not doing
when you know
what you're not doing.”*

— David Allen



Summary



You can't do anything



Filter out early what is not important to you



Expect the unexpected



Be OK with imperfection



*“If you spend too much time
thinking about a thing,
you’ll never get it done.”*

— Bruce Lee





@ritschie



Thank you.

