

# Personal Productivity

Using Agile and Lean to Get Stuff Done

Ken Haigh  
<http://kenhaigh.com>

Todo List  
Buy milk  
~~Take out the trash~~  
Do the laundry

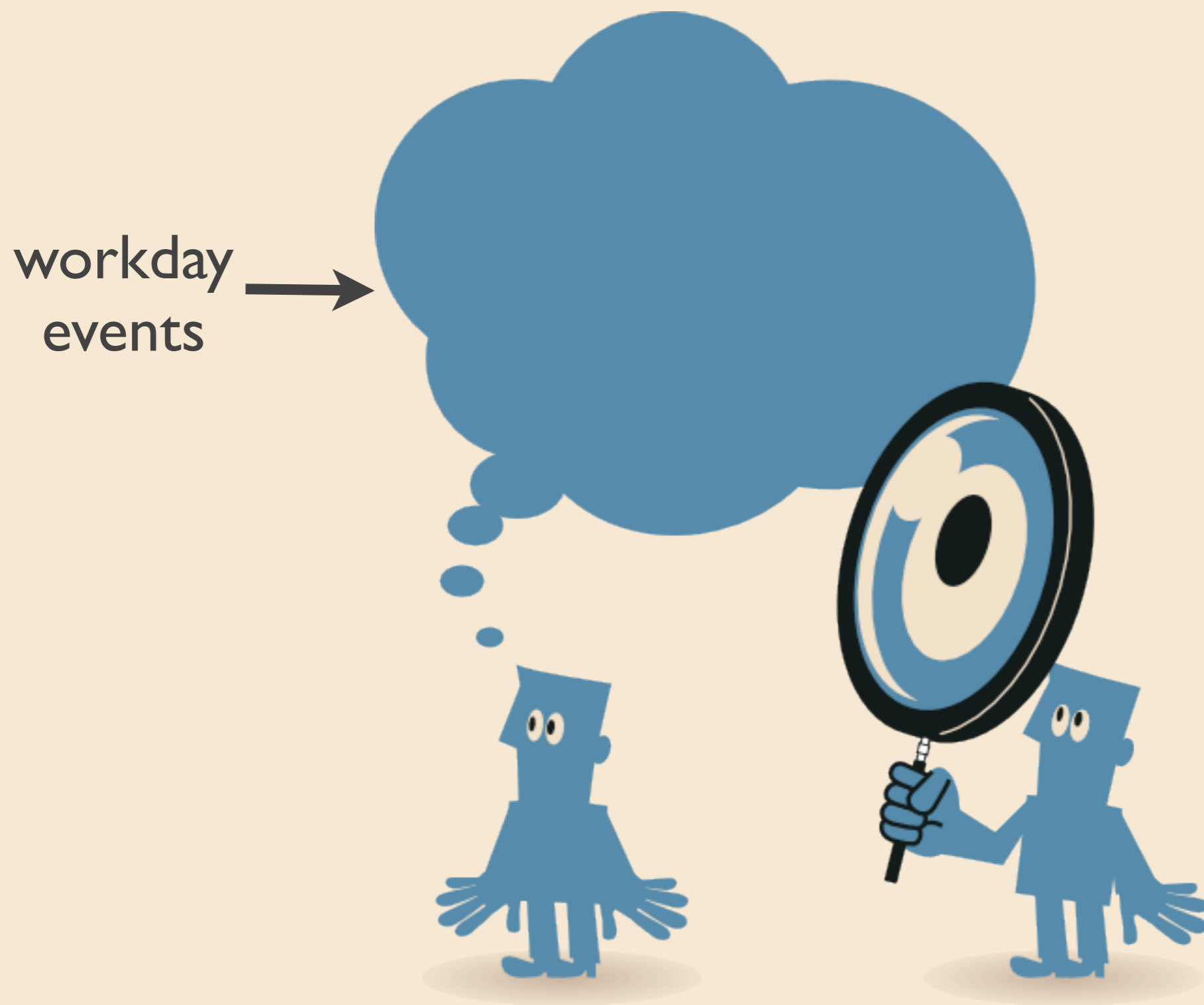


# Evolution of a system

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 feel 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



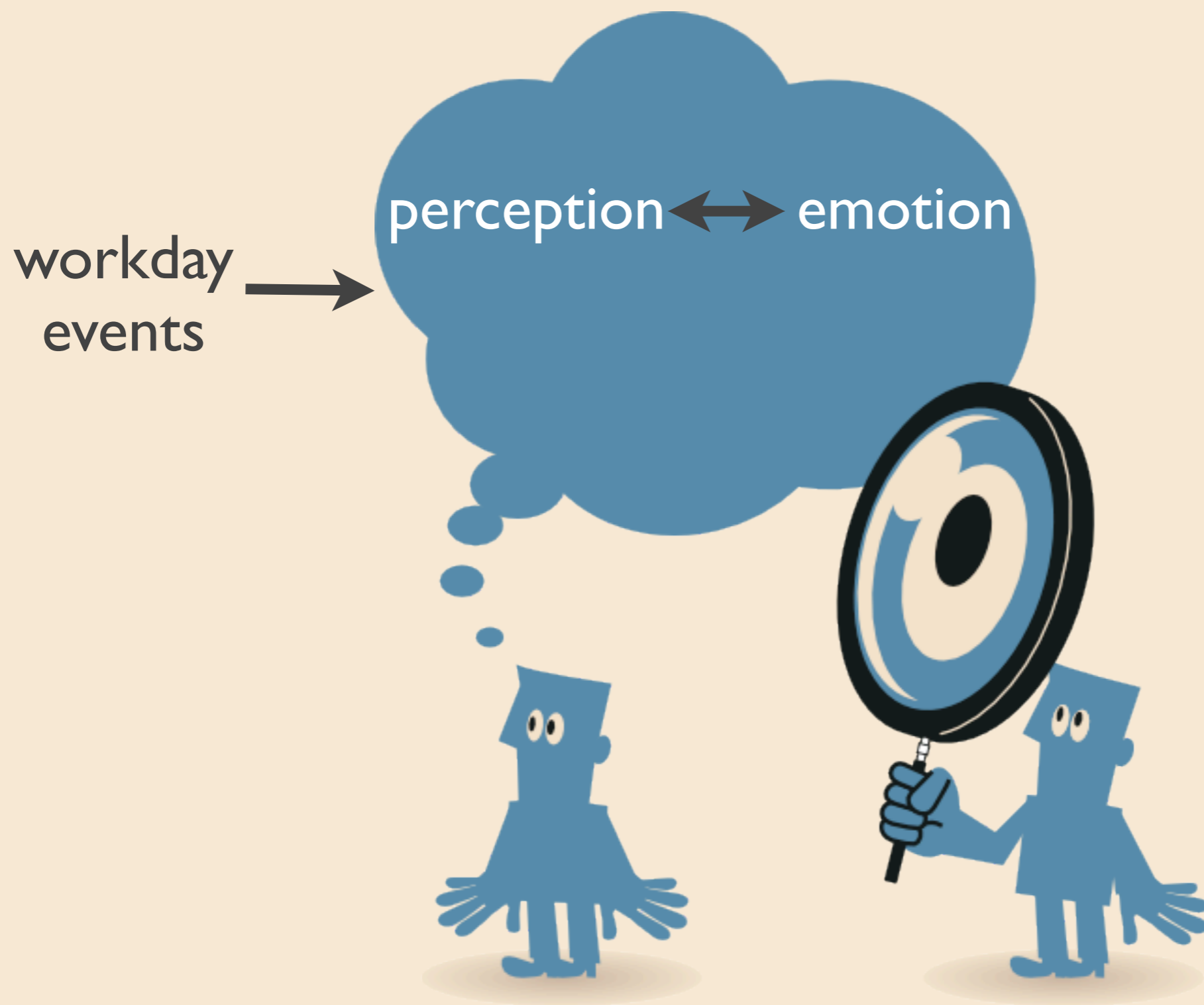
## Your perception and emotion matter

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



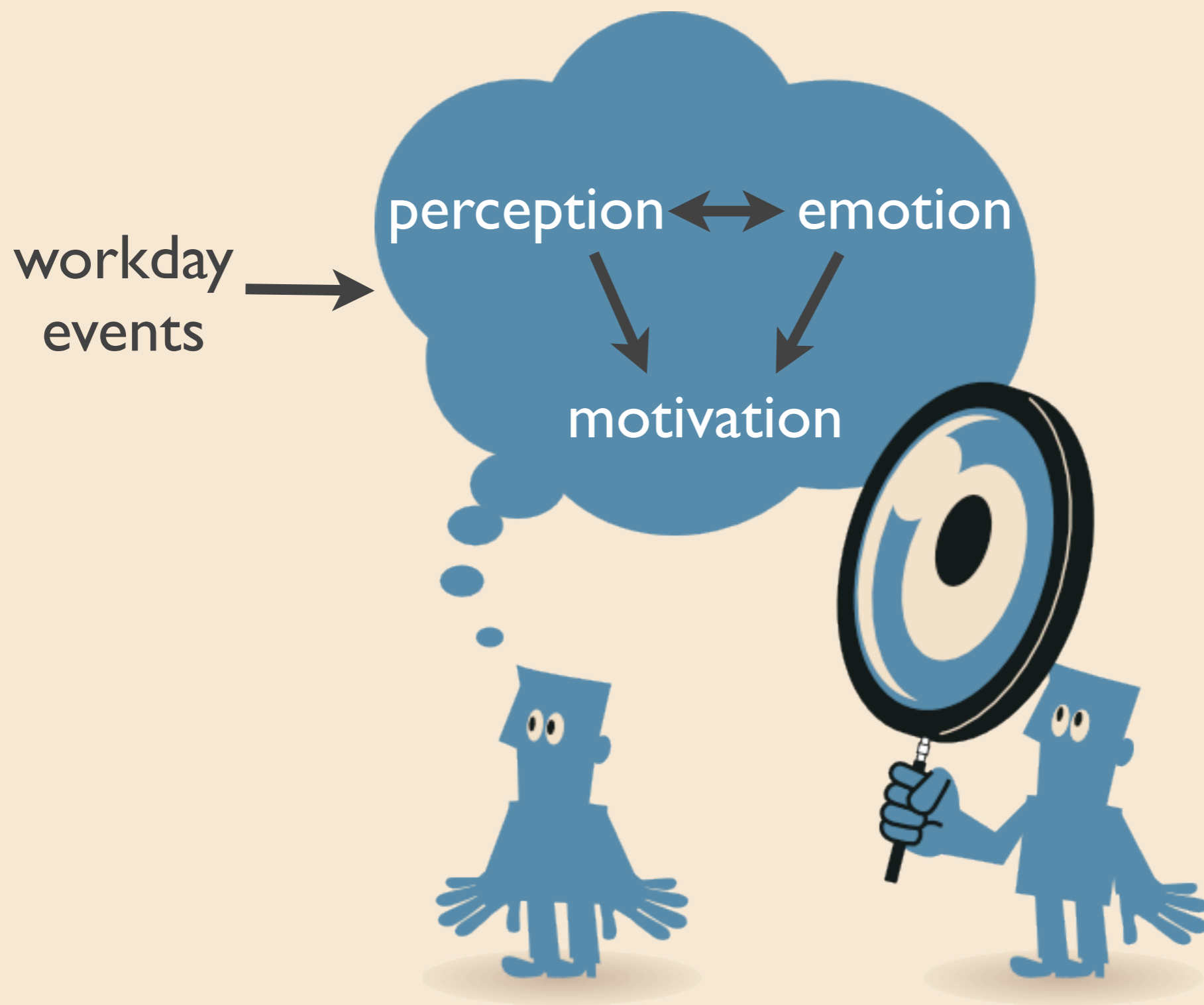
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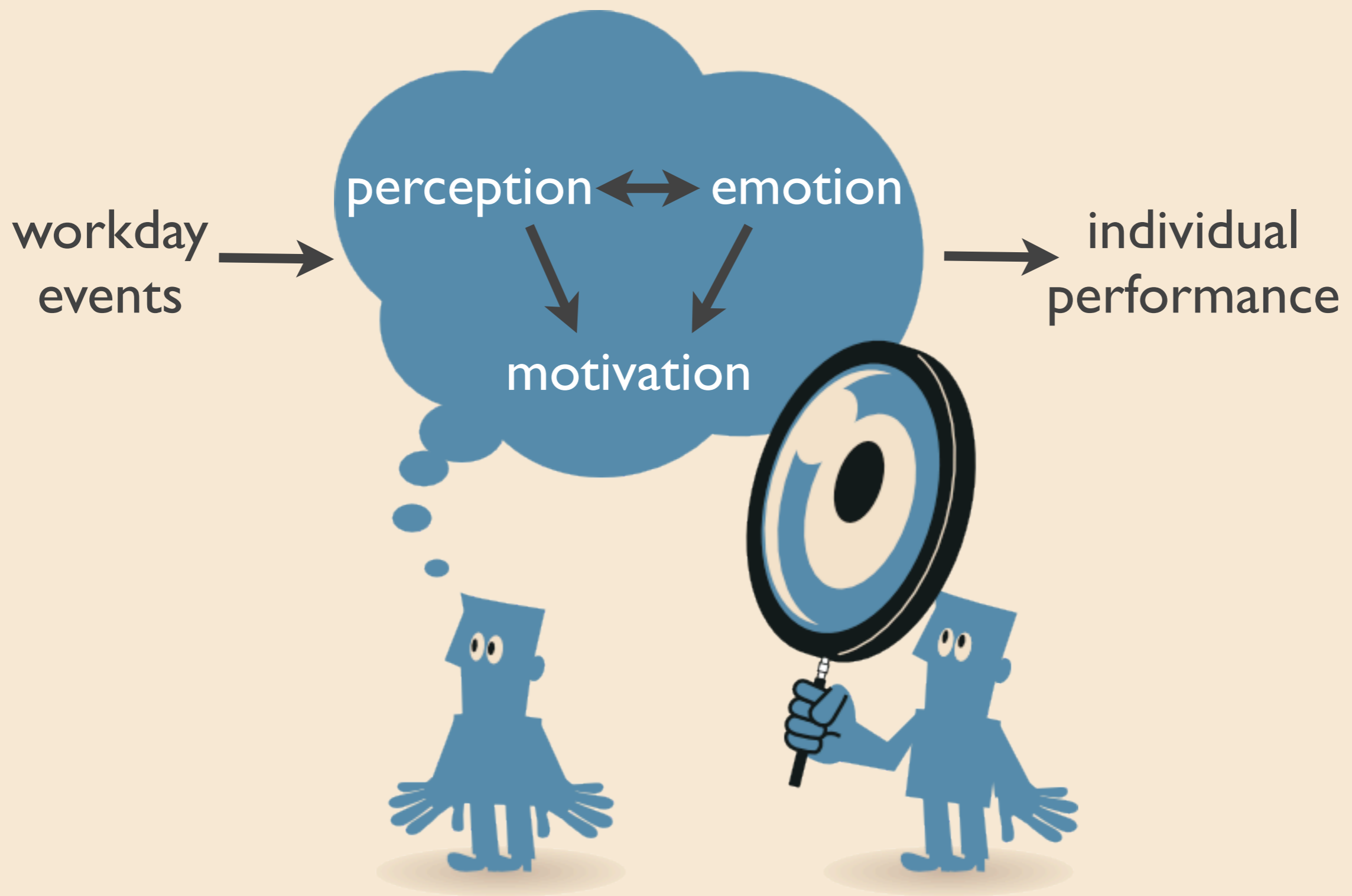
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# Capture all the stuff in your life

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

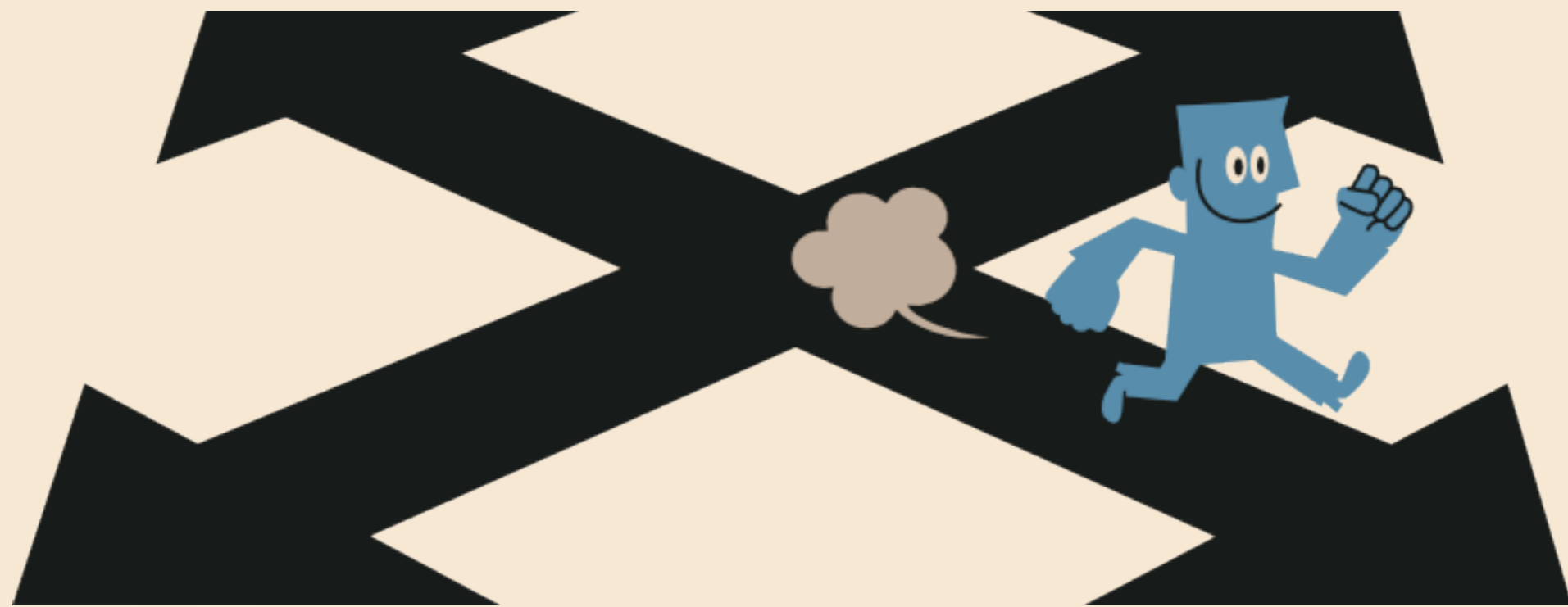
# Focus on long term outcomes



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

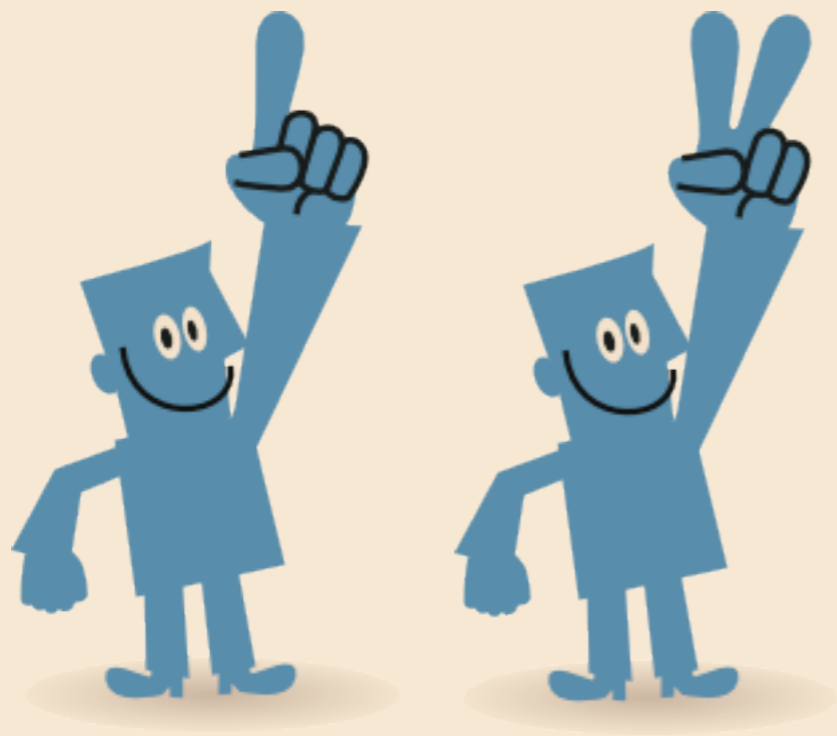


# There can be only one

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)

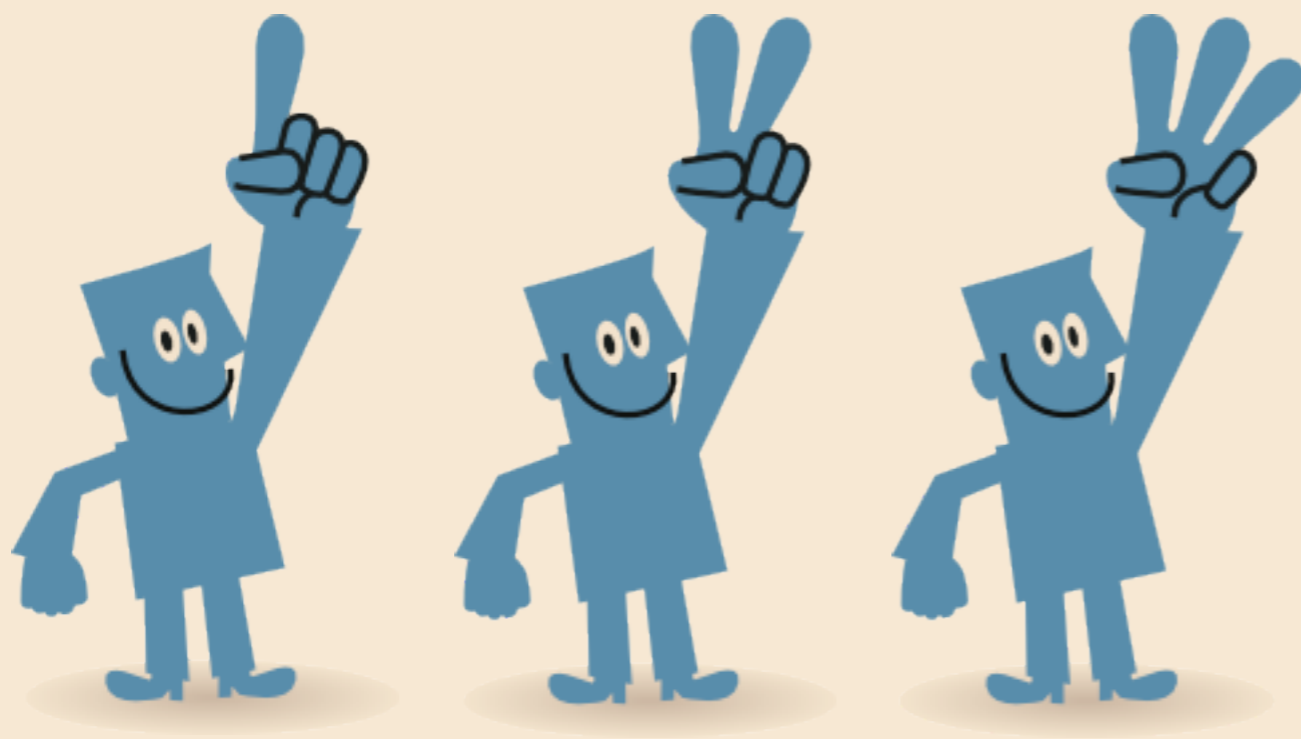


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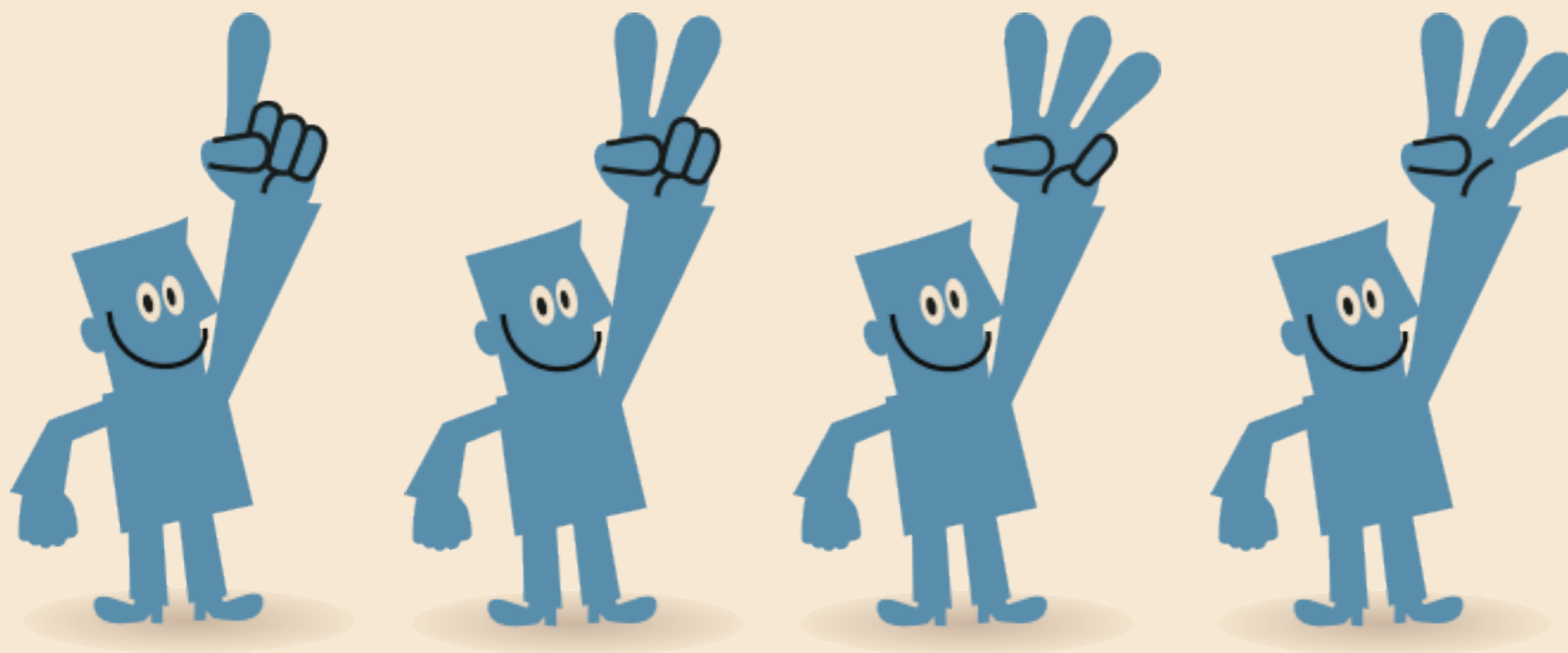


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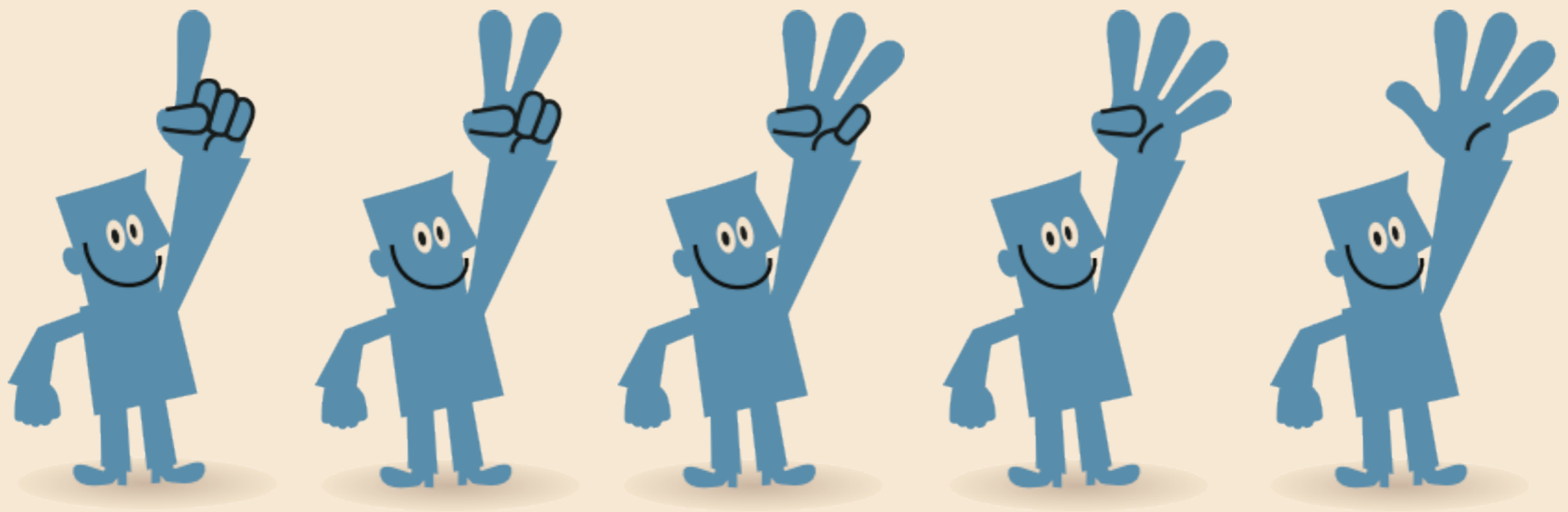


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# Eliminate waste



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



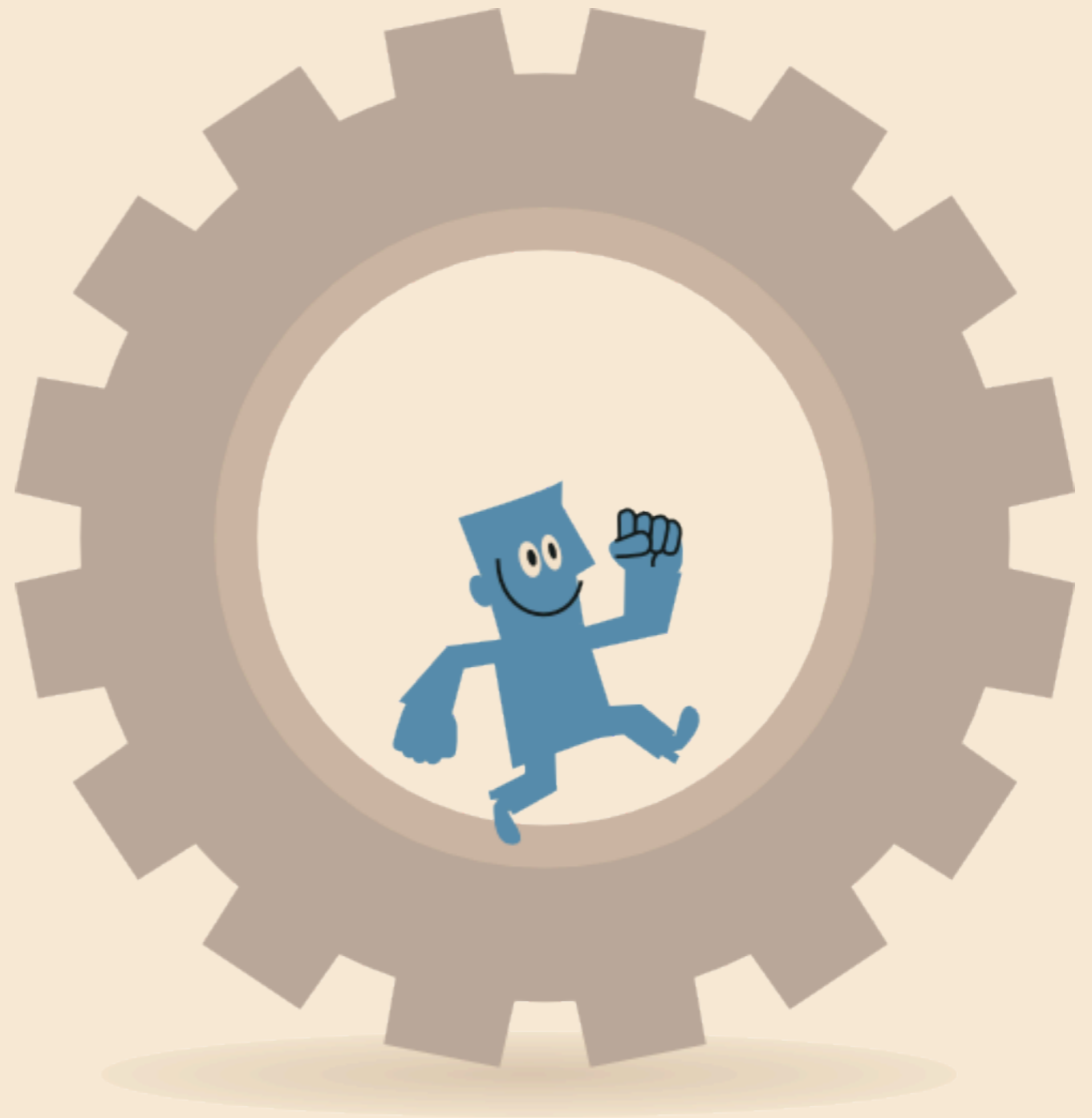
Make progress each day against your goals and tasks to take advantage of the flywheel effect  
Know your power zones and select the right task based on your energy level



## 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

# Continually improve



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