

# Time for it all: Productivity for the overwhelmed Agilist

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Express Scripts  
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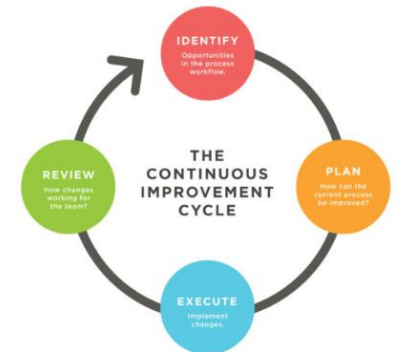
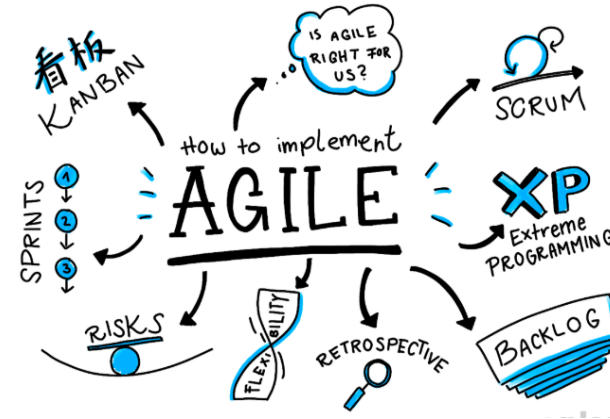
What's your  
Boulder at work?

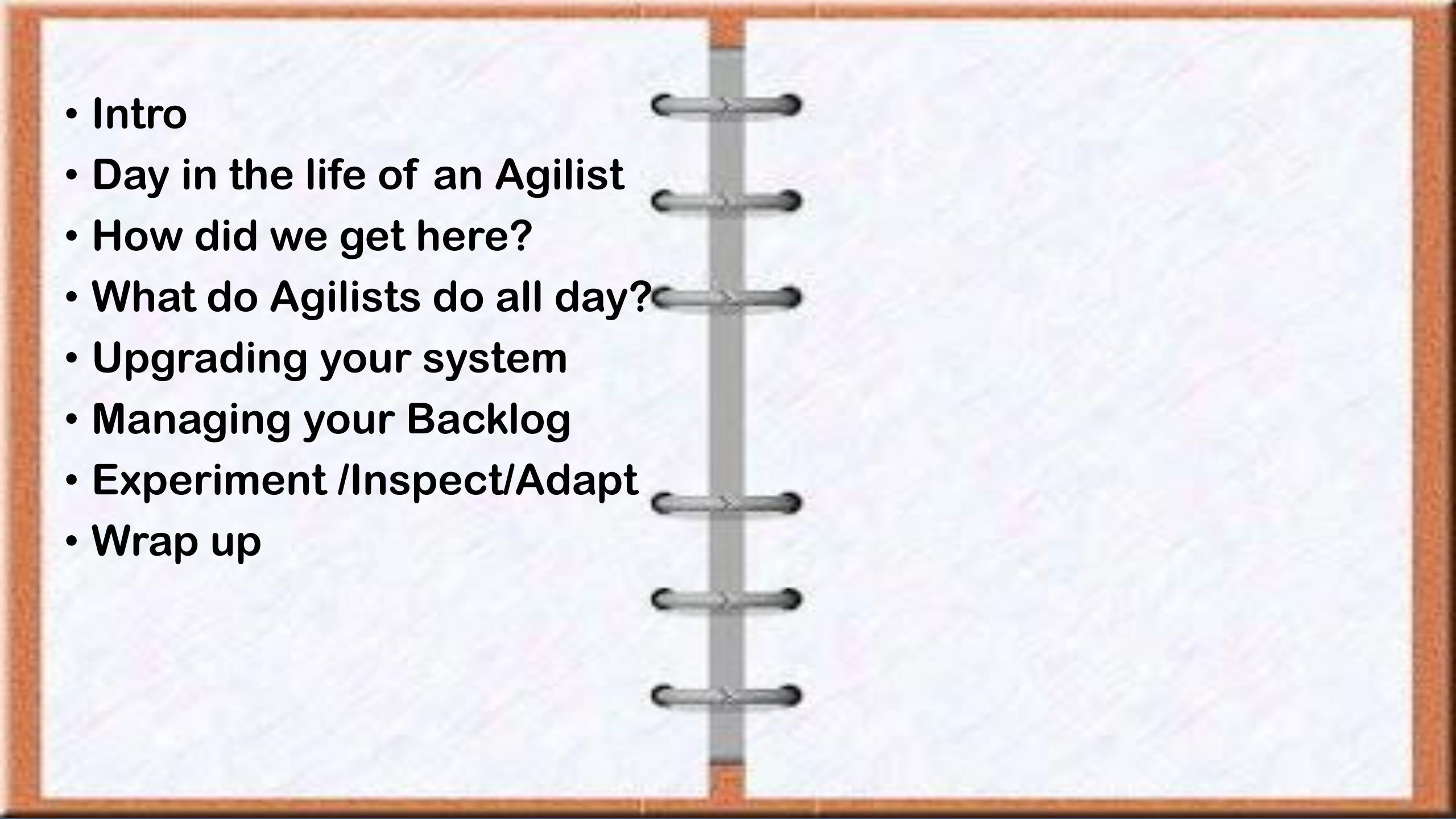


# In one word - What is your biggest productivity blocker at work?

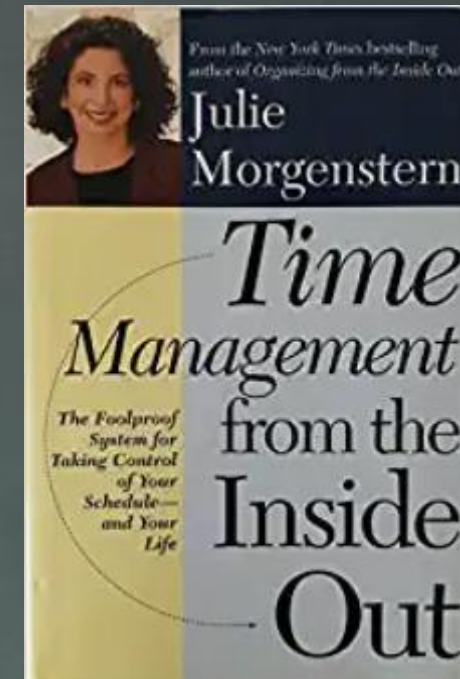
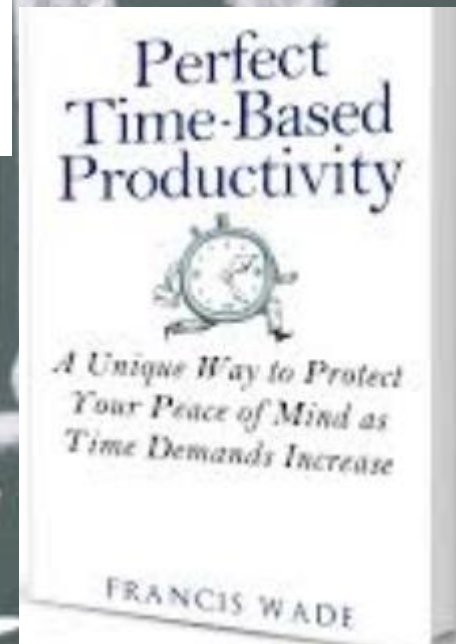
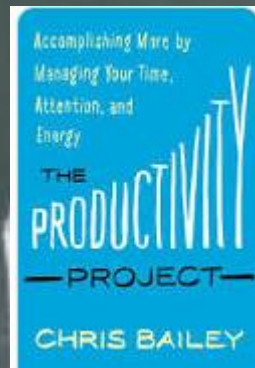
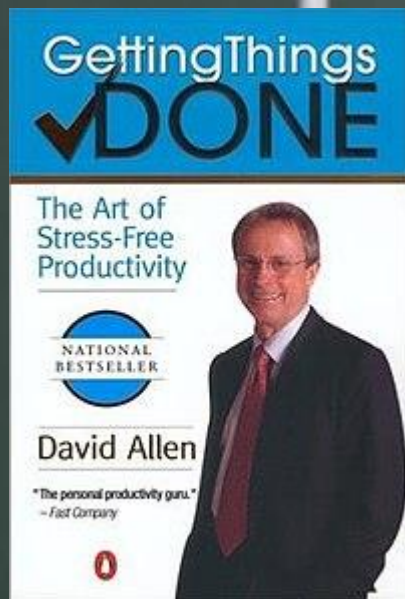
myself  
ceremonies  
drama  
timesplitting

# Quick Intro




- 
- **Intro**
  - **Day in the life of an Agilist**
  - **How did we get here?**
  - **What do Agilists do all day?**
  - **Upgrading your system**
  - **Managing your Backlog**
  - **Experiment /Inspect/Adapt**
  - **Wrap up**

# Source Material – Curating the Productivitysphere



It's ironic how much time you can waste/spend chasing Productivity strategies

productivity



## A Tale of Two Coaches



**What is the most common piece of advice that you give  
Agile Team that are struggling?**

# Time to eat your own dog food

How many times have you coached an Agile team to inspect and Adapt and to look at anti-patterns

Yum!

How many times have you coached a team to start at the big result and break it down further?



Just do these  
3 simple  
things to  
accomplish  
all your tasks  
without  
issues...ever





**ERROR.**

**Exercise –  
what 5-7 areas  
make up your  
professional  
life?**



**Breaking  
down  
what  
Agilists do**

# Example – your mileage may vary

- **Coaching/Observing Team**
- **Coaching Product Owners**
- **Building Agile knowledge/skills**
- **Sharing with Community**
- **Networking**
- **Admin/Analysis/Reporting – has to be there 😊**

# Day in the Life of an Agilist

Approve  
timesheets for  
team members

as to Go

Need to update  
tracker for  
Retrospective  
experiments

Respond to  
Twitter  
conversation re:  
SAFe

Interview for  
new scrum  
Master position

Conduct 3 hours  
of JIRA training  
for new Scrum

Meet with the  
team members  
refusing to pair  
because of a

to Do

Conflict on food  
items

ed to respond  
email asking  
for feedback on  
story points

This is only on the  
professional side – most of  
us have lives outside of work  
as well!

Build  
Visualization for  
Tableau Report  
– re: Sprint  
Carryover

Coach new  
Product Owner  
on Agile  
Principles and  
team  
management

ers  
Prep Talk for  
Agile 2020  
(planning  
ahead)

Attend webinar  
on Automated  
Testing

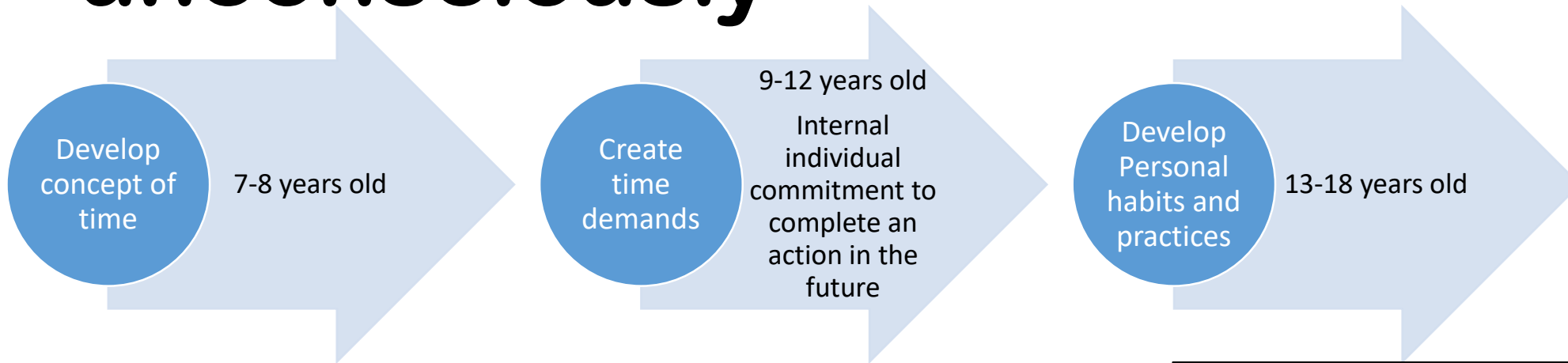
Need to attend a  
meeting to give  
feedback on  
Agile process



How did we Get  
Here?



# Building a custom time management system on the fly unconsciously




Welcome to the 90's

- One page per day
- One calendar
- Low # of Emails
- Faxes

Today-

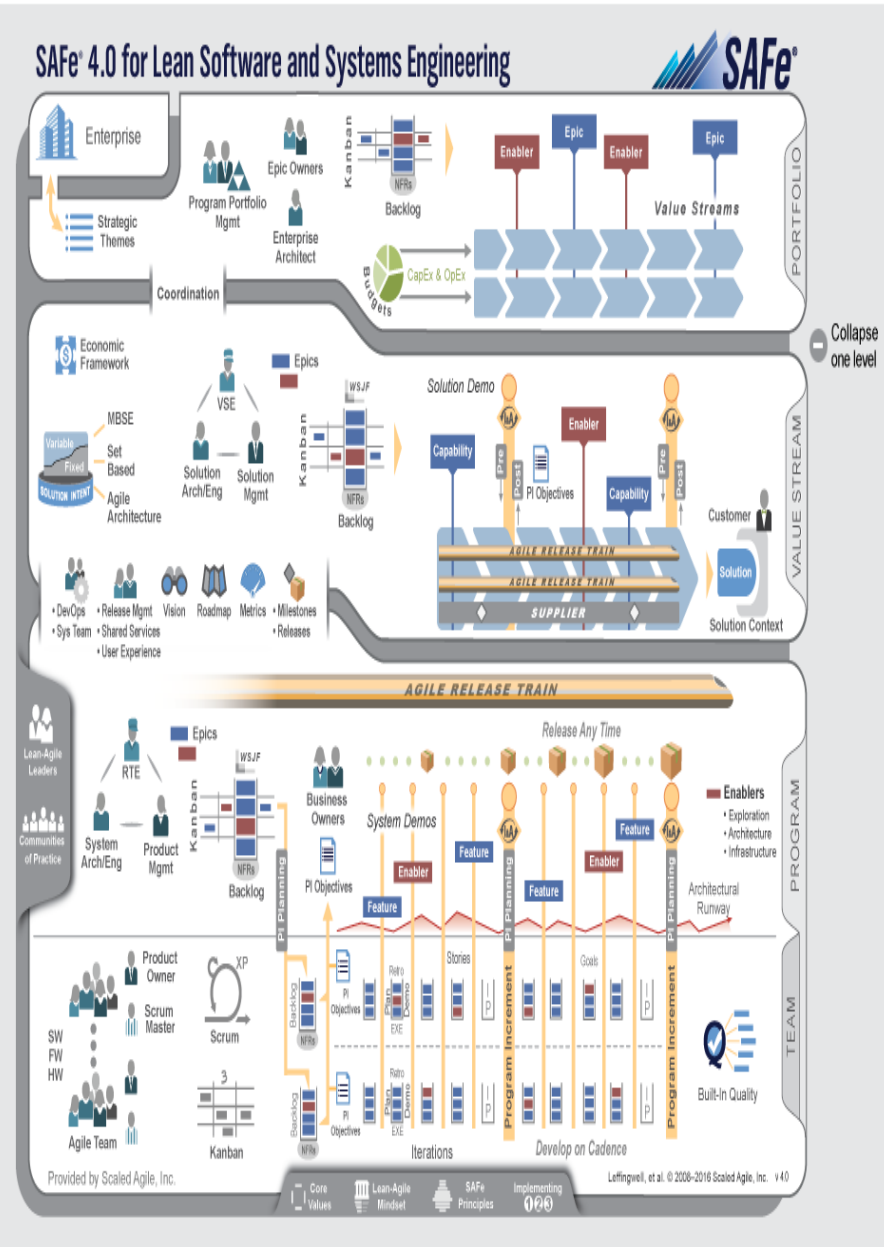
- Multiple online calendars
- Multiple email accounts
- Don't even get me started on Social
- Work is everywhere



Don't throw out  
the computer  
with the software  
– Upgrade  
thinking

# What do Agile, SAFe®, Jelly beans have in common?

Everyone has their Custom Flavor Combinations



A close-up photograph of a hand with a red string tied around the index finger. The string is looped and knotted, symbolizing a habit or a constraint. The background is a dark, warm gradient.

Why Agile/ Productivity fails – one  
word?

**Habits!**

Agile at the core is  
composed of dozens of  
customized Habit  
changes

Capturing –  
Create one  
backlog

# TO DO LIST

- 1.
- 2.
- 3.
- 4.
- 5.

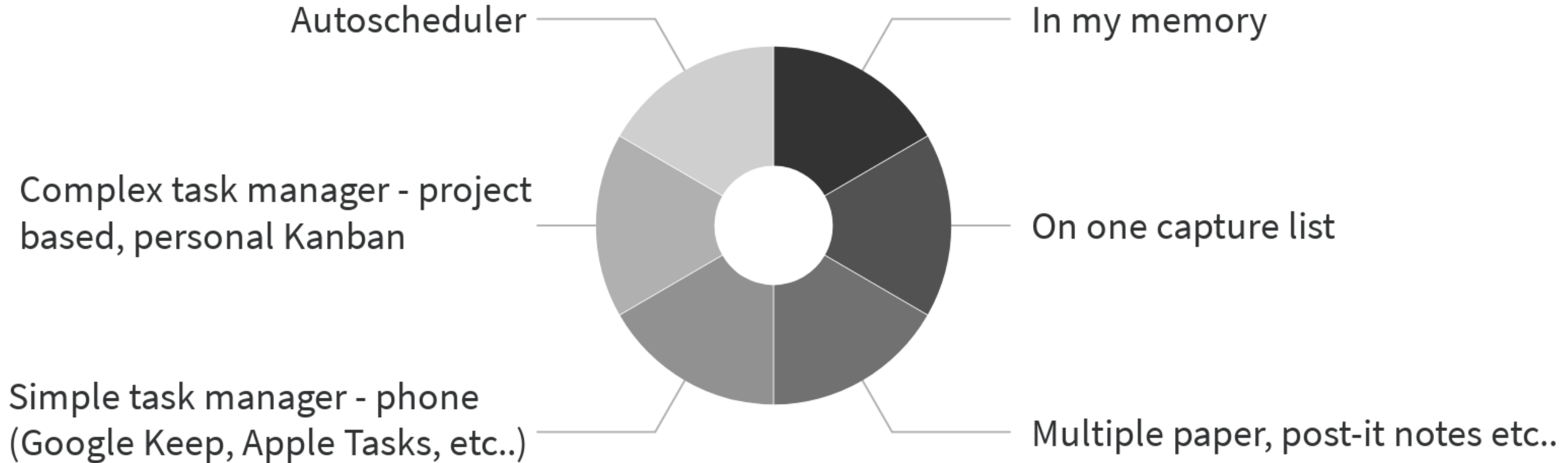
# Your brain automatically “tags” time demands..like Gmail



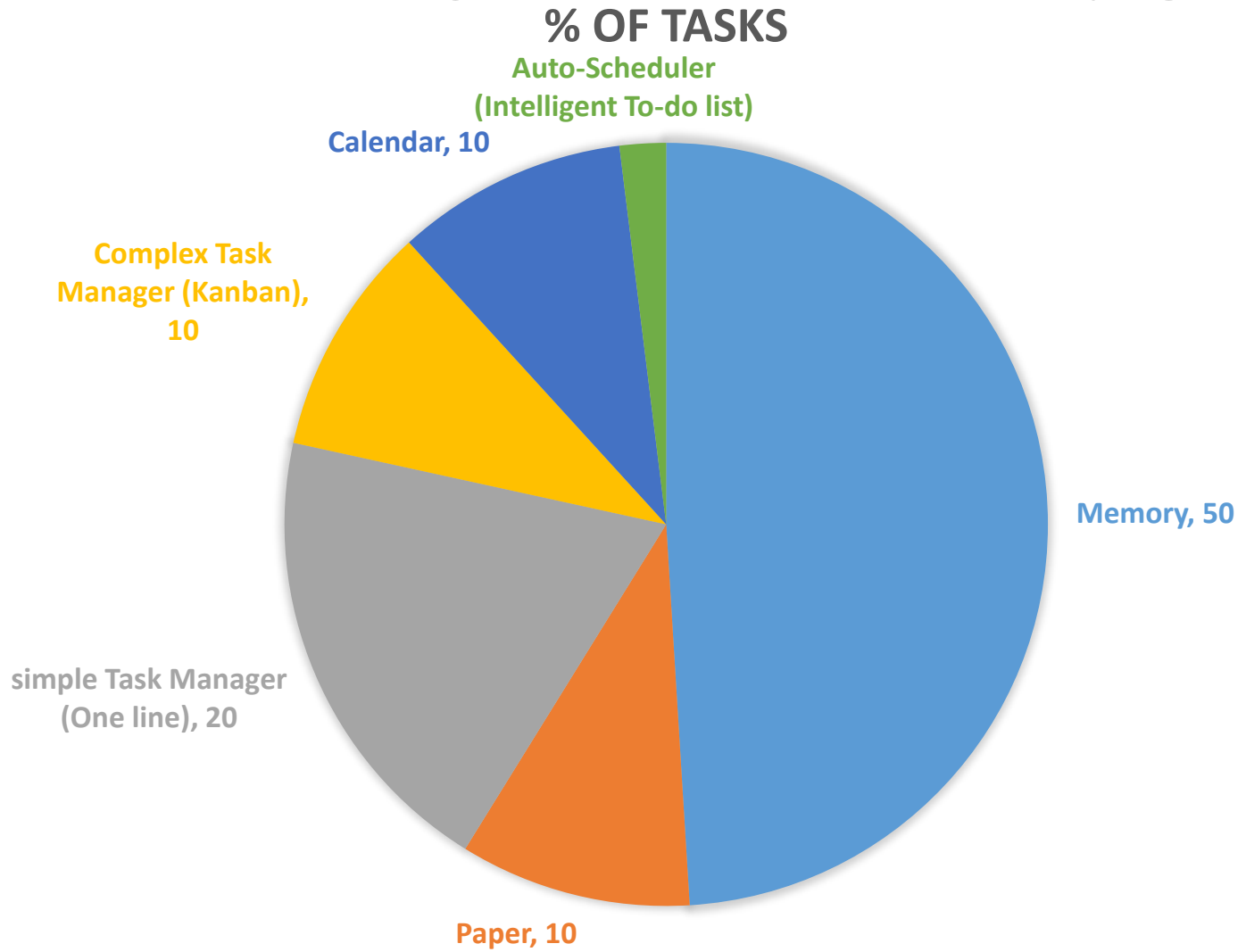
•If you don't do them – your brain keeps reminding you even if you don't plan to do them

# Where do you keep most of your action items?

- In my memory **A**
- On one capture list **B**
- Multiple paper, post-it notes ... **C**
- Simple task manager - phone (G... **D**
- Complex task manager - project... **E**
- Autoscheduler **F**



# Where do you store everything you want to do- now? Do you need an upgrade





A close-up photograph of a brown dog's face, likely a pit bull mix, with its tongue hanging out. The dog has dark eyes and a black nose. The background is plain white.

**What's going well?**

TIME TO UPGRADE

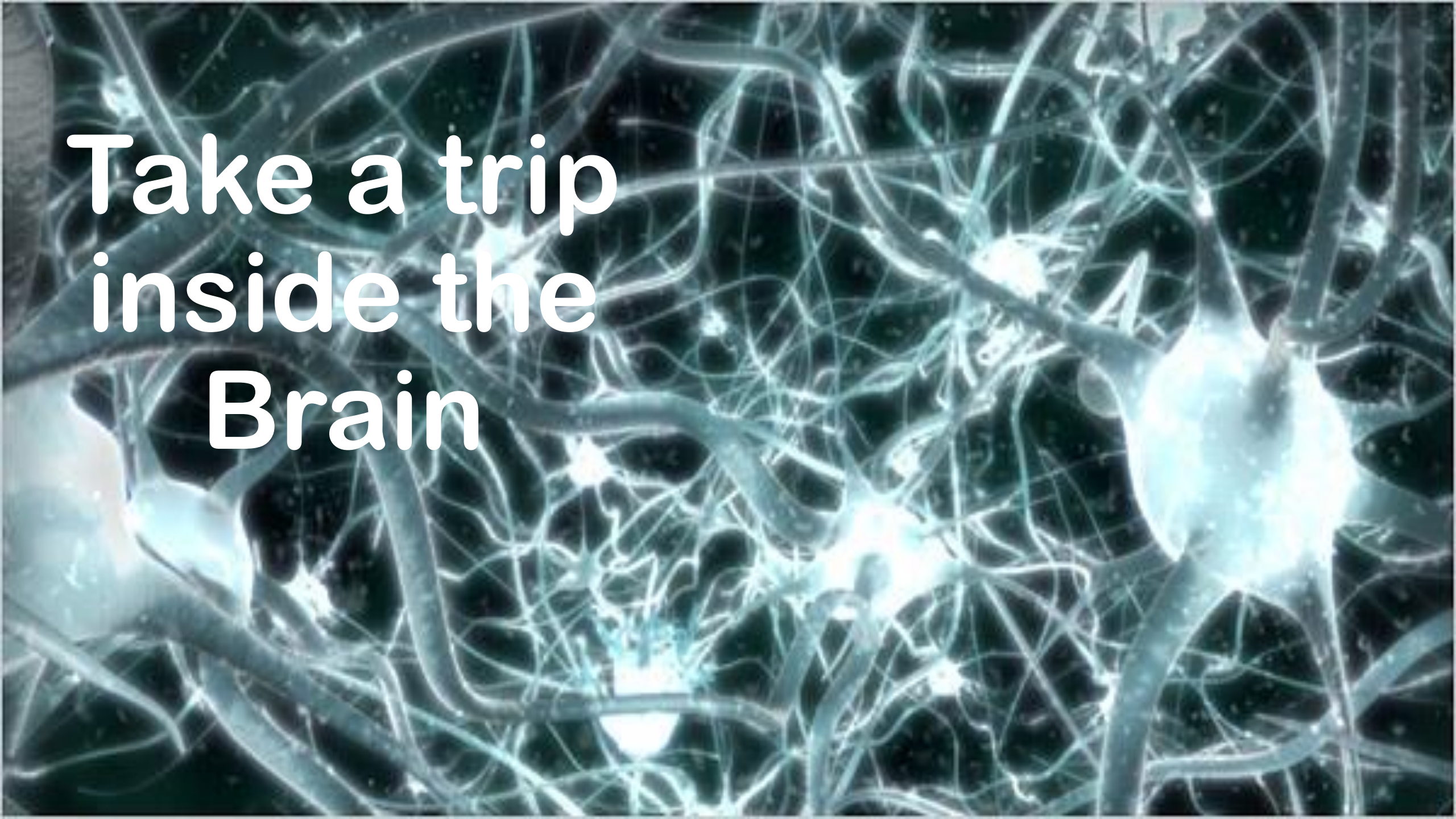
What can  
be  
improved?  
Designing  
your  
upgrade



# Habit Change Tracker

| I currently do this             | By 30 days I would like to do this   | By 60 days I will do this       | By 90 days I will do this         |
|---------------------------------|--------------------------------------|---------------------------------|-----------------------------------|
| Keep 50% of my tasks in my mind | Have one capture point for new tasks | Schedule tasks into my calendar | Research auto-scheduling software |
|                                 |                                      |                                 |                                   |
|                                 |                                      |                                 |                                   |

# Take a trip inside the Brain



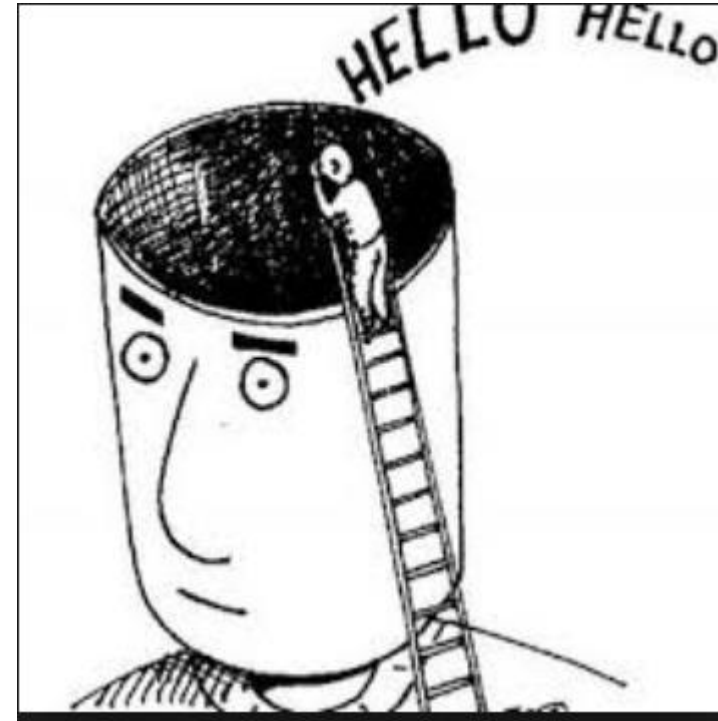
**Hard to break  
the chain...of  
neurons**





# How to support Habit changes

- Habit change is challenging
- Research assumes you already have time management skills
- Where are you currently?
- What do you want to change?
- How can you set yourself up for success?
- Who can support you in this change?





**Create targeted experiments to improve your Productivity**



**What is the one habit change that you are committed to in the next 30 days**



Wrap up

- Give yourself permission to customize your own framework
- Design and track experiments/habit changes
- Consider scheduling blocks of time like executives
- Don't fall for the latest gadget/app – focus on the habits first

# Time Management

# Thank you! Let's Stay in Touch

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Facilitator

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