

Keeping Up (With the Joneses)

Some thoughts and ideas for being productive and effective in today's fast-paced industry

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Before we start

- Get involved! Audience participation is encouraged and requested.
- If you use Twitter, feel free to tweet about this session (use hashtag #KCVBUG or #MRVBUG, or handle @MyVBUG)
- I encourage you to take photos or videos of today's session and share them online
- This presentation will be made available online after the event

Agenda

- Managing ourselves
- Managing tasks
- Managing e-mail
- Managing time

Managing ourselves

- Creating new habits can be difficult
- Use the “Three Be’s”:
 - Be persistent—new habits don’t form overnight
 - Be deliberate—pay attention to when you relapse (see <http://99u.com/tips/7260/What-to-Do-When-You-Fall-Back-Into-Your-Old-Less-Productive-Ways>)
 - Be realistic—make new habits easier to form by eliminating “friction”

Managing tasks

- Find a “trusted system” you can use
- One popular trusted system is David Allen’s Getting Things Done system
- Doesn’t matter what the trusted system is—use what works for you!
- Follow the “Three Be’s” outlined earlier to help create the habit of using the trusted system

Demo time

Managing e-mail (aka #InboxZero)

- Master the task management process before tackling e-mail
- The trick to managing e-mail is processing e-mail
 - Rule #1: If you can do it in under 2 minutes, do it!
 - Rule #2: If it takes more than 2 minutes, put it in your trusted system.
 - Rule #3: If you need the information, archive it.
 - Rule #4: Otherwise, delete it.
- Use rules/filters to help with processing e-mail

Managing e-mail (aka #InboxZero)

- Help others process their e-mail with useful subject lines
 - “Info:” denotes an FYI-type message
 - “Request:” means you’re asking them to do something
 - “Inquiry:” means you’re asking a question
 - “Confirmed:” means you’re confirming the receipt of a task or request
 - “Delivered:” means you’re completing a task or request and delivering the item(s)

Managing time

- A number of time management techniques exist
- Consistent use of a good trusted system might make time management unnecessary
- Consider using an application tracking system to see where you spend most of your time
- Maybe try the Pomodoro technique (see <http://www.pomodorotechnique.com>)

Questions & answers

Thank you!

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