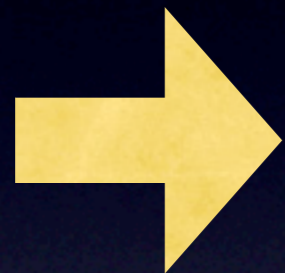


# LEAP Project Management

Ger Hartnett coClarity  
23-Sep-2009

# Productivity Porn



Covey / Eisenhower / Ferris

- GTD
- GTD - exercise
- Goals
- Pomodoro

# Covey 7-habits

- Be Proactive: Personal Choice
- Begin with the End in Mind: Personal Vision
- Put First Things First: Integrity & Execution
- Think Win/Win: Mutual Benefit

# Covey 7-habits

- Seek First to Understand, Then to be Understood
- Synergize: Creative Cooperation
- Sharpen the Saw: Balanced Self-Renewal
- Find your voice and inspire others to find theirs

# Prioritizing

Covey popularized

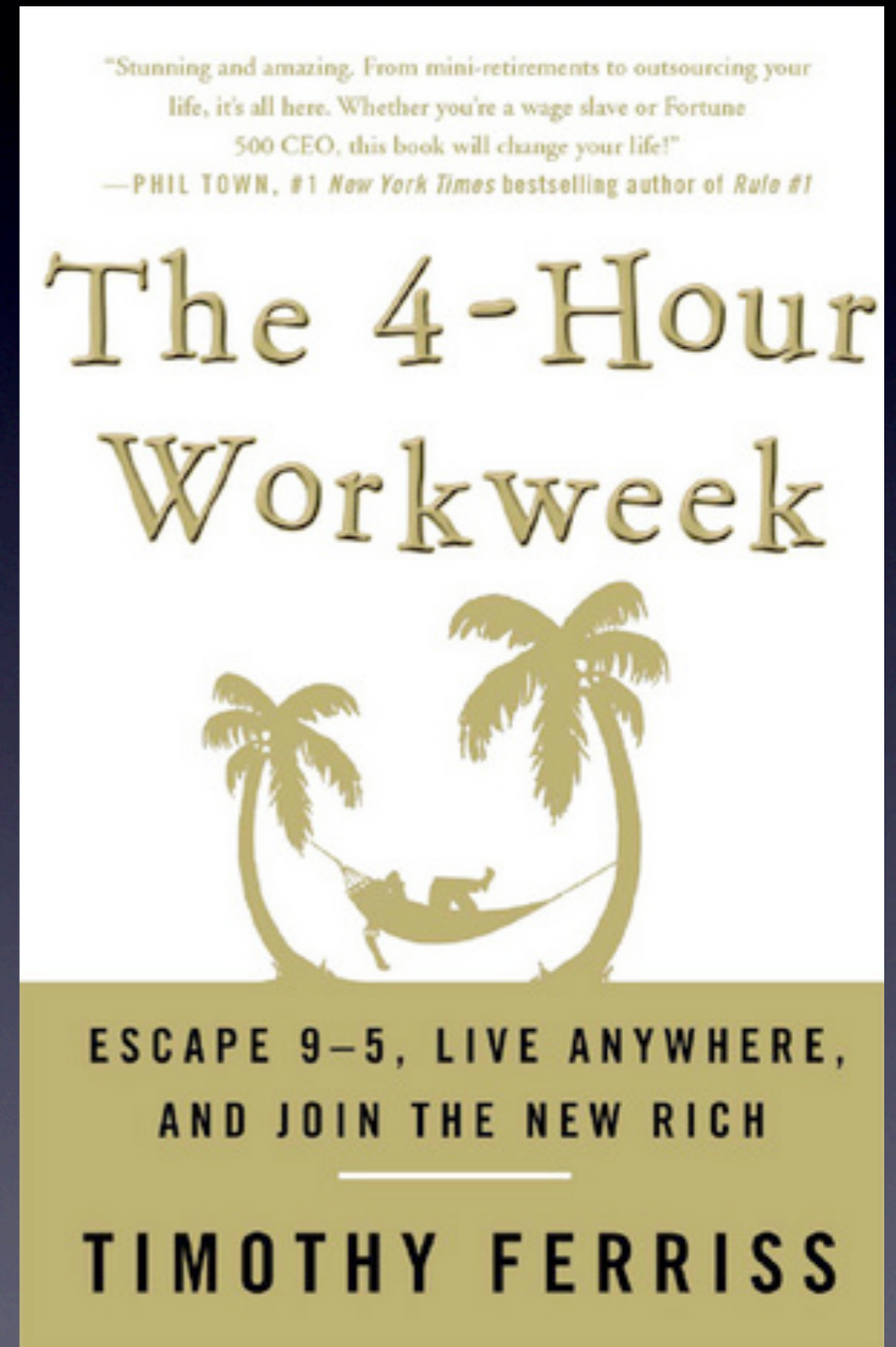
Eisenhower:

“What is important is seldom urgent and what is urgent is seldom important.”

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls 1	Exercise Vocation Planning 2
Not Important	Interruptions Distractions Other calls 3	Trivia Busy work Time wasters 4

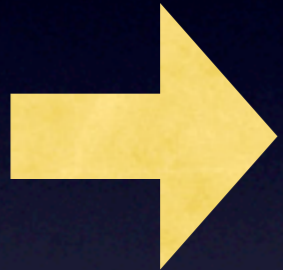
# 4HWW

- The 4 Hour Workweek
- 80/20 Rule
- Decide two meaningful things to accomplish
- Email twice a day



# Productivity Porn

- Covey / Eisenhower / Ferris

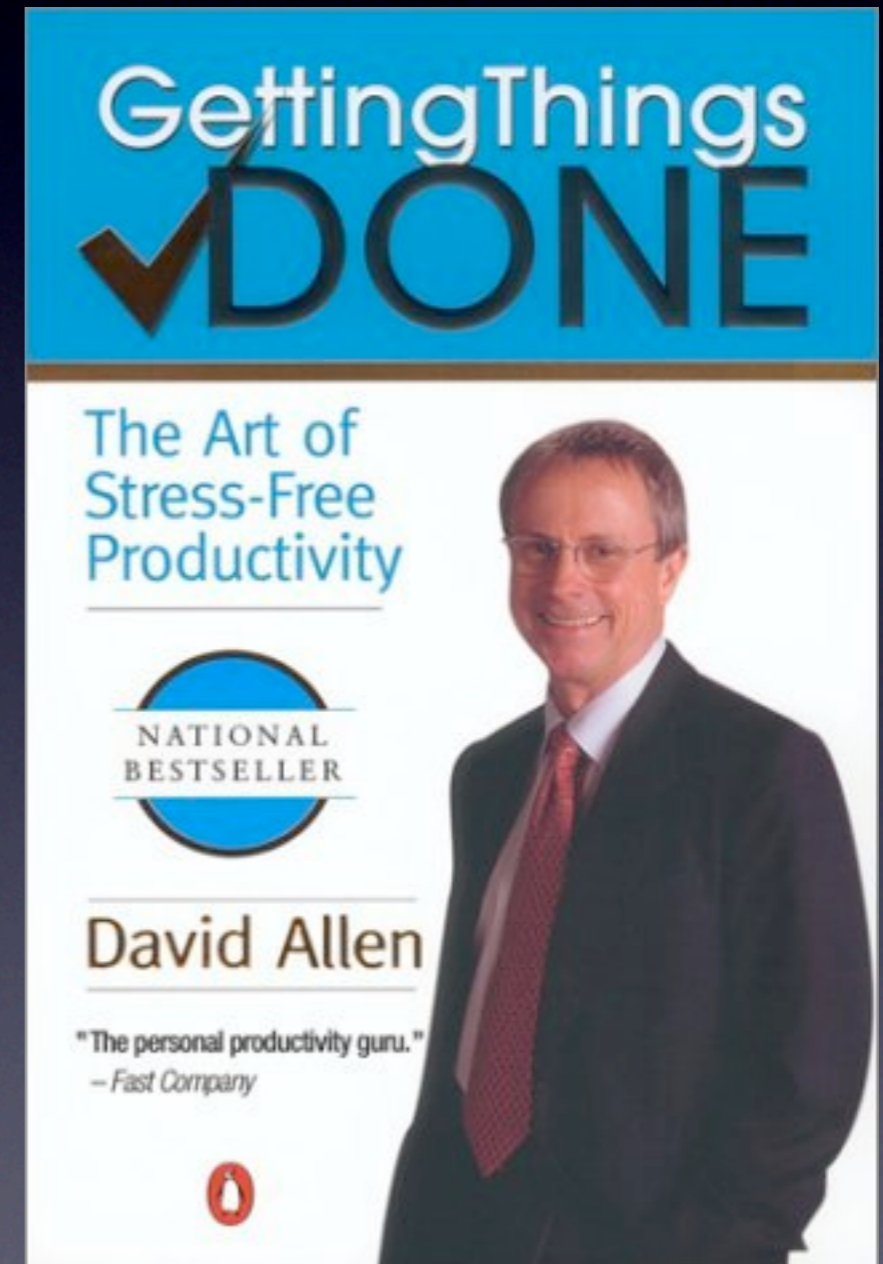


GTD

- Lunch (12:50 - 13:30)
- GTD - exercise
- Goals
- Pomodoro

# GTD

- Getting Things Done
- A new cult for the info age  
- Wired
- Tool agnostic
- If you try it, reread book  
after a month



# 6 Levels

- Current actions
- Current projects
- Areas of responsibility
- Yearly goals
- 5 year vision
- Life goals

# Actions and Projects

- Action: always something that needs to be done first
- Each action has a context
- Project: requires more than one action
- Don't need to plan projects in detail but define outcome and identify next action
- Choose actions based on context

# Phases

- Collect
- Process
- Organize
- Review
- Do

# Collect

- Reliable collection “buckets” - notebooks, places for papers, inbox
- Process regularly
- Empty the buckets

# Process

- One item at a time
- Never put anything back into collection
- If an item requires action: Do it (if < 0:02), OR Delegate, OR Defer
- If an item requires no action: File it for reference, OR Throw it away

# Organise

- Next actions - capture context
- Projects
- WaitingFor
- Someday/Maybe
- Simple Filing System

# Review

- Weekly
- Review all of the projects and make sure everything in right place
- Key part of the discipline

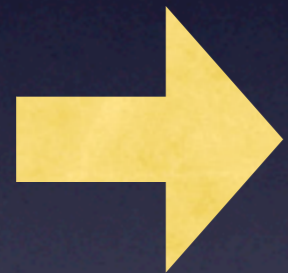
# Do

- Happening all the time
- Select action based on context, energy levels
- Make sure this is where you spend your time

# Productivity Porn

- Covey / Eisenhower / Ferris

- GTD



- GTD - exercise

- Goals

- Pomodoro

# Exercise - Collect

- Sit quietly for a moment
- Dump things that need to be done on the page as quickly as possible
- Think of stashes of paper work
- Think of the “smelly” emails

# Exercise - Process & Organise

- Go through everything you've collected
- If it is actionable, organise it (don't do any 2 minute ones now)
- Is it a project, next-action
- Write down the 2 minute ones and pick one other action to do at 4:30

# GTD pitfalls

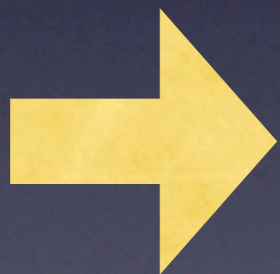
- You can spend more time managing it
- Initially just use paper based notes
- Look at the tools carefully
- Be sure to do the review phase
- Prioritise projects to avoid long reviews

# GTD Benefits

- You feel calmer - more controlled
- Choosing what to do
- No “priorities” for actions

# Productivity Porn

- Covey / Eisenhower / Ferris
- GTD
- Lunch (12:50 - 13:30)
- GTD - exercise



Goals

- Pomodoro

# Goals

- Can be used to guide and prioritize projects and actions
- Should be: balanced, precise, ambitious, desirable
- 3-months, 1-year, 3-years

# Categories

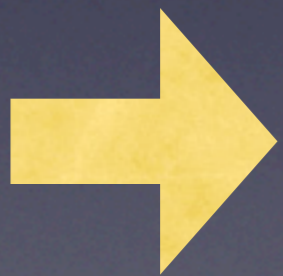
- Personal
  - Relationships, Health, Sport/Hobbies
- Business
  - Role, Customer, Product, Investors, Team, Miscellaneous

# Exercise

- Customer, Product, Investors, Team, Miscellaneous
- Prioritise these for where your business is at right now
- Do you see these priorities changing, if so when and why?

# Productivity Porn

- Covey / Eisenhower / Ferris
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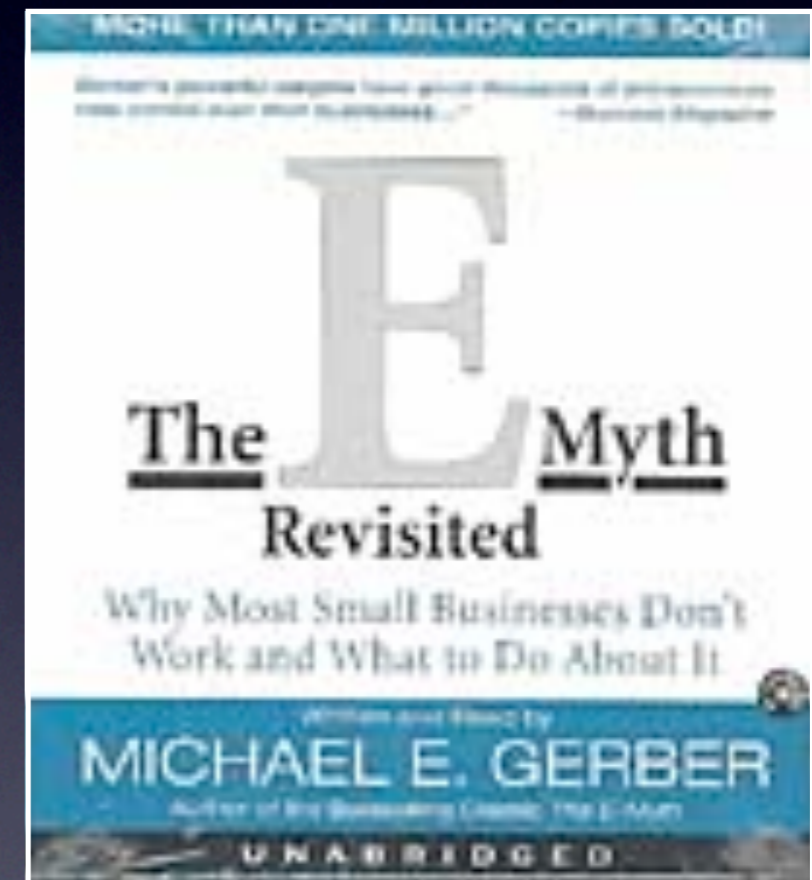
Pomodoro

# Pomodoro

- Break day into 25 minute chunks of work
- 5 minute breaks
- Focus on just one thing
- Inventory the day at the end

# E-Myth Revisited

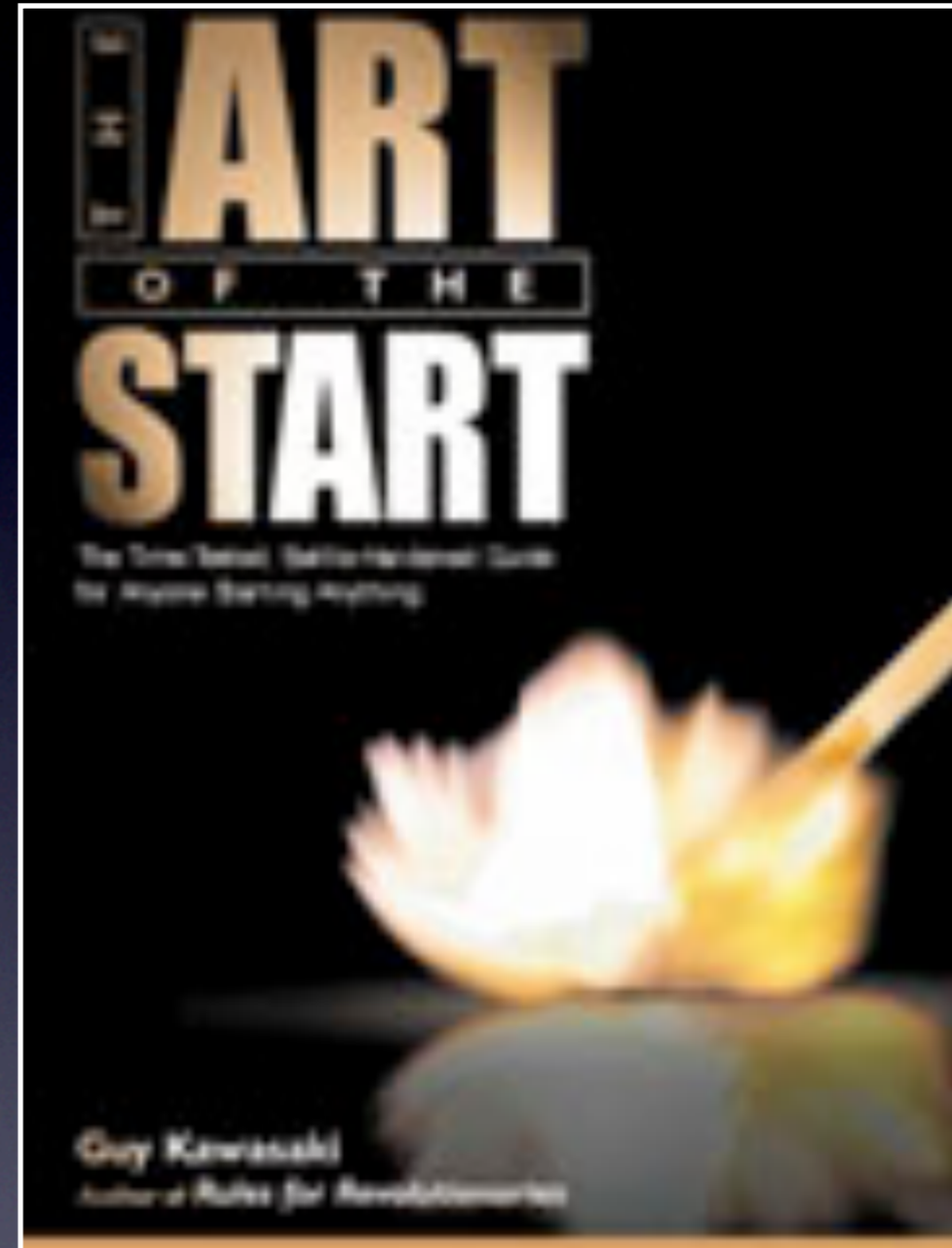
- Most small businesses don't work
- People stay “technical”
- Need to define/ balance roles
- Need to make systems



# The Art of the Start

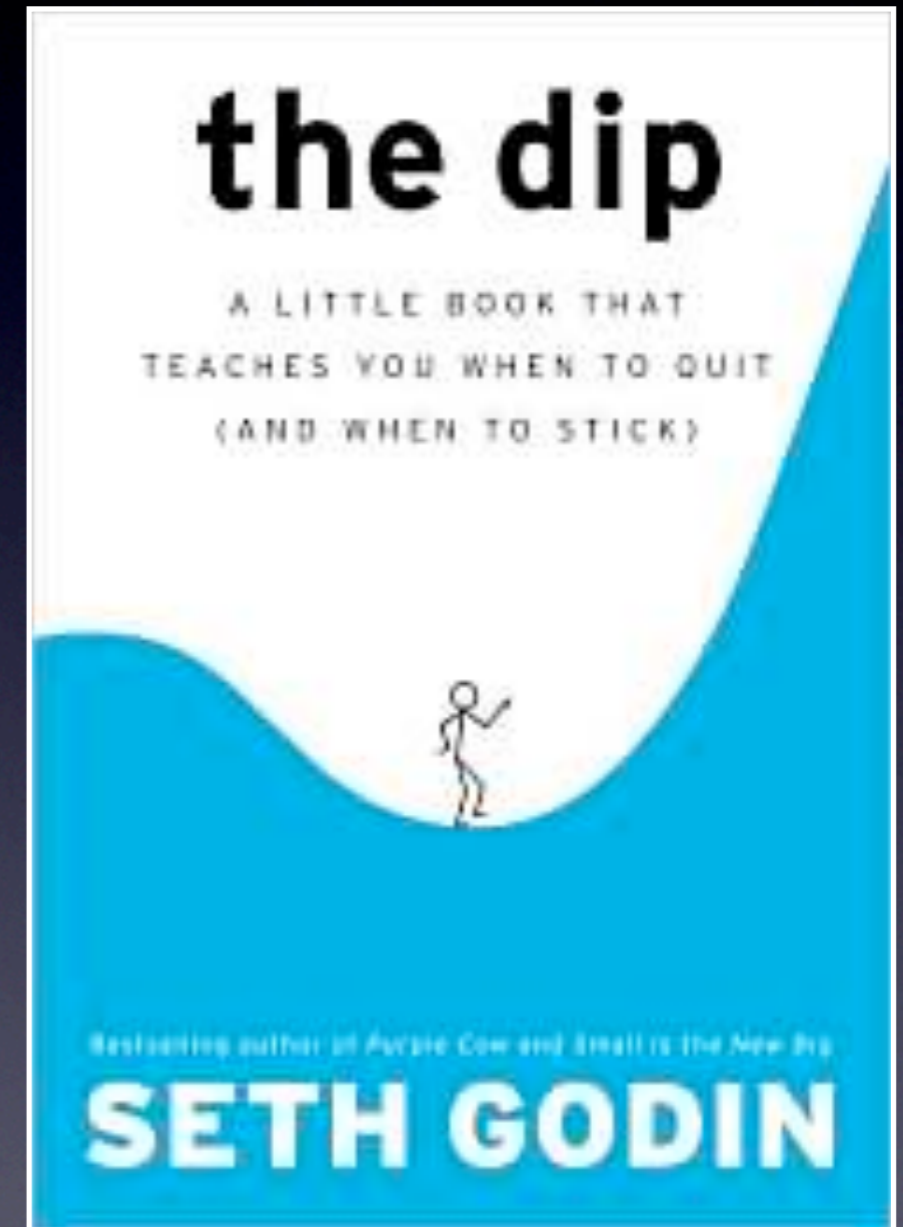
Guy Kawasaki

Planning and Execution



# The Dip

- Balancing
  - bloody-minded persistence
  - listening to market



# Key Recommendations

- Focus - Team and Customer
- Do the simplest thing that could possibly work
- Apply something from today within 72 hours
- Team need just enough discipline & planning