Remote 忍術

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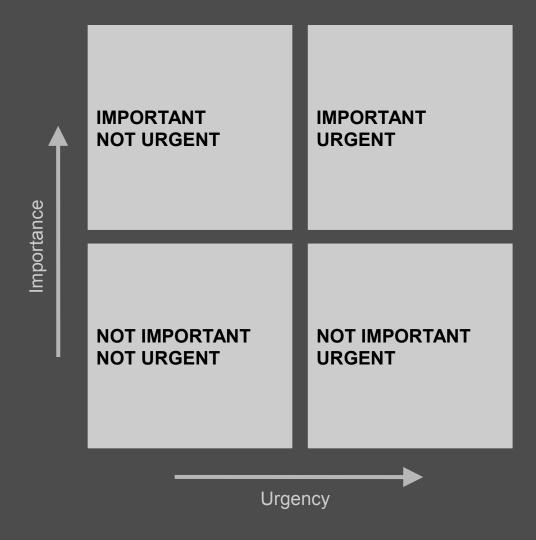
Do you...

- Have trouble staying focused?
- Need strategies for productivity?
- Want to create more value in your day?

Focus on approach, not tools

- No tool will solve productivity issues
- You must commit to changing your mindset
- Not dissimilar from fitness

Why?



IMPORTANT IMPORTANT NOT URGENT URGENT NOT IMPORTANT NOT URGENT NOT IMPORTANT Trivia, busy work, time **URGENT** waste **AVOID** Urgency

Importance

Importance

IMPORTANT NOT URGENT

IMPORTANT URGENT

NOT IMPORTANT NOT URGENT

Trivia, busy work, time waste

AVOID

NOT IMPORTANT URGENT

Interruptions, SEPs, some meetings

Importance

IMPORTANT NOT URGENT

IMPORTANT URGENT

Emergencies, short deadlines

MANAGE

NOT IMPORTANT NOT URGENT

Trivia, busy work, time waste

AVOID

NOT IMPORTANT URGENT

Interruptions, SEPs, some meetings

IMPORTANT NOT URGENT

Strategy, planning, opp'ty, relationships

FOCUS

IMPORTANT URGENT

Emergencies, short deadlines

MANAGE

NOT IMPORTANT NOT URGENT

Trivia, busy work, time waste

AVOID

NOT IMPORTANT URGENT

Interruptions, SEPs, some meetings

Importance

IMPORTANT NOT URGENT

Career plans, project architecture, *hacking*

FOCUS

IMPORTANT URGENT

Disk failure or outage Sick child at school

MANAGE

NOT IMPORTANT NOT URGENT

Facebook Reorganizing files

AVOID

NOT IMPORTANT URGENT

All-hands Q&A
Phone call from Mom

How to increase focus

- Manage time
- Manage environment
- Manage your attention

Manage time

- When do you achieve your best daily focus?
- Set time aside for focus work
- Daily vs. weekly vs. long term
- Manage by sprint period (e.g. 1 hour)

Manage time: Tools

- Calendar (only one, if you can)
- Block/pre-schedule calendar time
- Pomodoro timer

Manage environment

- What distractions do you have in plain sight
- Clean your work area
- Sanitize your system desktop, too
- Not just visual, also auditory

Manage environment: Tools

- Desktop without icons
- Close/put away windows not in use
- Wastebasket (a physical one)
- Turn off notifications
- Use silence, music, or noise as appropriate

Manage attention

- Most difficult part: being mindful
- Inventory: Where are you spending time?
- Context switching costs time and focus
- Avoid non-related tasks during core focus time

Manage attention: Tools

- Long term: Task/todo list (prioritized)
- Short term: Write the goal for this time period
- Maximize app in use

The task list

Defer, delegate or do

- "I'm responsible for this but can't finish it in a few minutes." → DEFER
- "I'm not responsible for this (or at least the next step)." → DELEGATE
- "I'm responsible for the next step and it should take only a few minutes." → DO

Defer?

- Not "put off indefinitely"
- Schedule a time to focus + complete
- Add to list to break into steps
- Sometimes falls into the golden quadrant
- Exceptions for critical + urgent items: OK!

The task list: Tools

- Trello, Taiga, Kanboard, etc.
- Taskwarrior, inthe.am
- Evernote, Remember the Milk, Google Keep

Building remote trust

- Weekly team videocall (Hangout, etc.), and regular communication channels (email, chat)
- Manager 1x1
- Communicate effectively and concisely
- Deliver what you commit to

The remote "water cooler"

- Build relationships including locally/regionally, and outside team
- Inject remote participation, and speak up if you feel sidelined
- Really participate!

Resources

- Getting Things Done, David Allen (Penguin)
- Time Management for System Administrators, Thomas A. Limoncelli (O'Reilly)
- http://workawesome.com

Tips

- Don't poll email; schedule time to check it
- Organization's not an accomplishment
- Change your location occasionally
- Get an accountability partner
- Take responsibility for your time

What are your tips?