

Personal Productivity Patterns

“In knowledge work... the task is not given; it has to be determined.”

— Peter Drucker

ABSTRACT

Personal productivity may be defined as doing the right thing at the right time, but how to determine what is the most important task now? Having a clear understanding of our own responsibilities and priorities is crucial for making an educated decision on what we should tackle first.

DESCRIPTION

A continuously increasing number of companies adopt agile methodologies such as Scrum and Kanban for their software development processes, leading to great improvements on productivity, quality and customer satisfaction. But, by focusing on the team level, these frameworks barely offer any insights on how individuals can “get their job done”. This is where organizational methods such as David Allen's Getting Things Done (GTD) step in, introducing concepts and tools for being more focused and productive while reducing stress and distractions.

With this talk, we will explore some patterns common to the various personal productivity methods, including but not limited to:

- Processing information from numerous “inboxes”, such as email, chat and issue trackers
- Taking control of tasks and commitments
- Agile day planning
- Gracefully handling interruptions and emergencies
- Setting goals and reviewing progress

Attendees will be familiarized with the basic methods of self-organization and take their first steps into improved personal productivity as part of the presentation.

ABOUT THE SPEAKER

Stefan Rotsch is a software developer at AOE in Wiesbaden, Germany and has a strong background in web application development, software lifecycle management and agile methodologies. As a self-motivated and highly organized professional, he has many years of experience with time and project management systems and enjoys sharing his knowledge with others. He lives close to Frankfurt, Germany with his wife and two children.