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# Time Management

David Hanley, Client Technical Solutioner, RFS Sales

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As a multi-billion-dollar technology services company with a global workforce of skilled practitioners, we design, build, manage, and modernize the mission-critical technology systems that the world depends on every day.

- **Trusted by customers** with vital systems

- **Deep domain expertise:** 30+ years of IT services eminence

- **Recognized leader** by industry analysts

- **Innovating at scale** with intellectual property and a portfolio of more than 3,200 patents

- **Unleashing our full potential** with partners to deliver exponential outcomes for customers

- **Expanding investments** in the skills and innovation our customers need

- **Delivering** in nimble and responsive ways with decision-making close to the customer

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Happy New Year!

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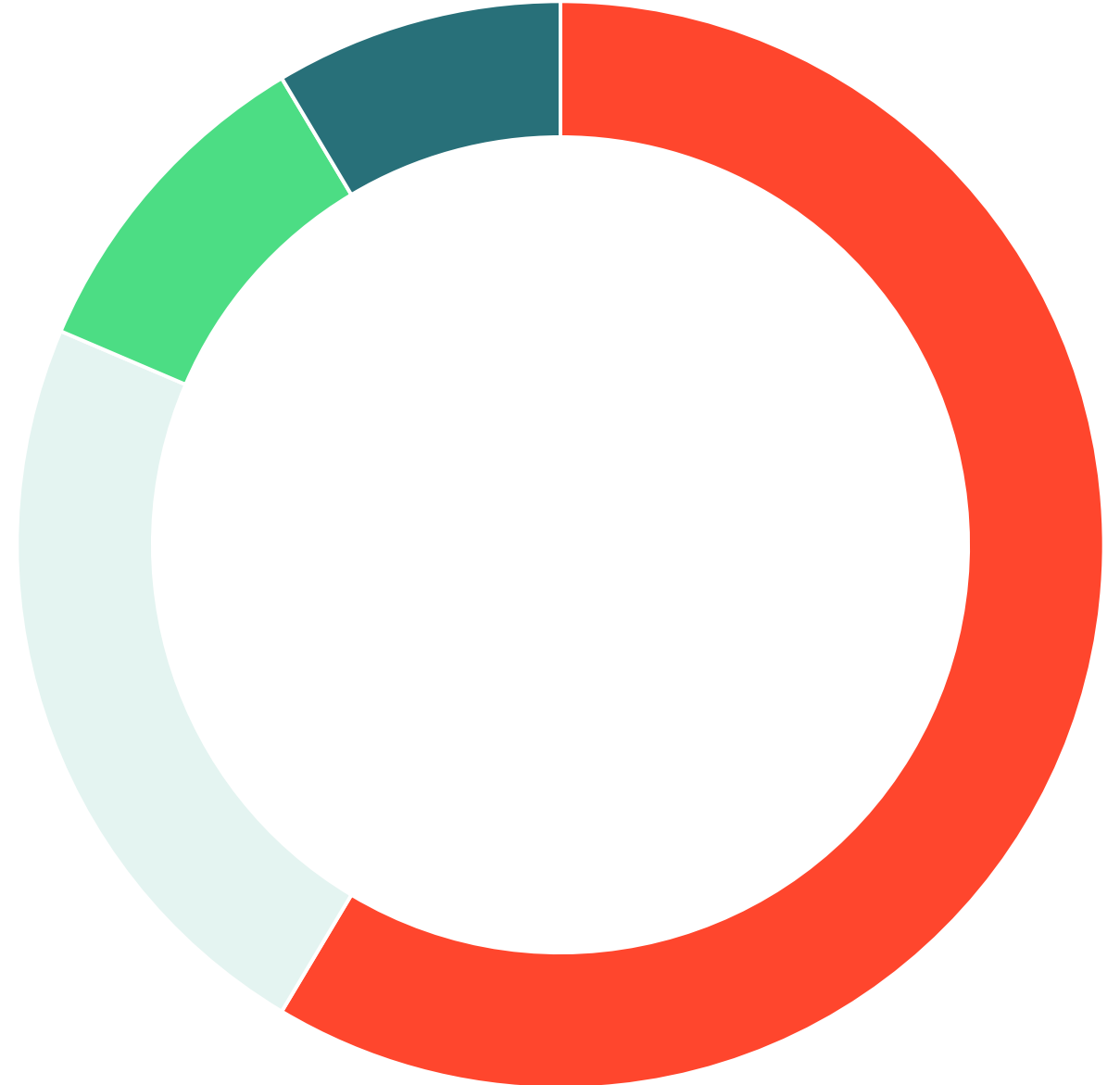124800 minutes in a working year

# How do we spend our time?
Time as Buckets

# My time in 2022

1. **Writing Solutions and Cost Cases**
2. Meetings
3. Emails and Chats
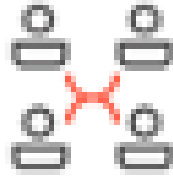4. Administration, Mandatory Educations, Misc.

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# Prioritization

## Putting your Buckets in order

**Mandatory** – you just HAVE to complete the task or attend the conference etc

**Required but time flexible** – projects, presentations, email responses, reports.

**Continous Improvement** – documentation, process efficiency, education, improvement projects.

Meetings

Writing Solutions and Cost Cases

Email and Chat

Administration

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# Who do we spend our time on?

Tailoring our time to the individuals around us

## Ms Nervous Student

Doesn't want to waste your valuable time

## Mr Irrelevant

Comfortably spends 30 mins talking about his evening, or the match this weekend.

## Mr Bossmann

Needs that report by yesterday please

## Mrs Gossiper

Has got all the latest Drama

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# The golden hour

When am I ever going to do this?






When time is not on your side and things pile up, or you just have a big day in the calendar – make the most of the Golden hour. This is your time to wake early, make the most of the peace, listen to a podcast, a lecture, read a book, plan your day and get your focus in place for the day ahead.

20/20/20 – 20 minutes exercise, 20 minutes reflecting on your goals, 20 minutes learning a new skill.
The 5am Rule – from the 5am Club by Robin Sharma

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# Strive not to be a success, but to add value

- Albert Einstein

# Meetings

How to have an effective meeting

If you only need 15 mins then book the meeting for 15 mins.

It is okay to decline meeting invitations.

Consider the cadence of meetings.

Beware of long running and reoccurring meetings.

A chairperson is responsible for starting the meeting on time, creating and sticking to an agenda, asking questions, driving the conversation, taking MOMs and closing the meeting.

A Participant needs to turn up on time, prepared, ready to participate in the discussion.
A key skill is to get their point across clearly and succinctly.
Careful use of Mute.

Purpose, Agenda, Debate, Actions, Close.

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# Meetings

Collaboration? Or a time sink?

The answer to that question is how we use meetings.

Aim – What is the aim of our meeting, is it to gather information or to disseminate it?
What do you want to get out of the meeting?

Audience – Do I have the right people in the meeting to be able to get what I want?
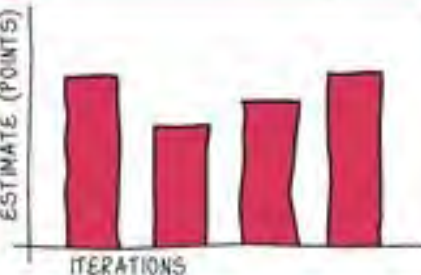
Cadence – Be aware of the reoccurring meeting! Always reconsider before setting a reoccurring meeting, consider daily stand ups, challenge meetings that "have always been"

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# Agile
Agile Principles

- Built for the factory floor and adapted to the business arena. Could any of what we see here be adapted to academia?

# The Agile Toolset

Picking the right tools for you

– Agile is very much a framework or a methodology.

– I like to think of it as a toolset, you pick and choose which tools work best for you

## Kanban

– Visualise

– Prioritize

– Range of open source tools available such as Trello, Gira etc

## Retrospective/Showcase

– What went well?

– What went wrong?

– What can we do better next time?

– Showcases

## Value Stream Mapping

– Mapping processes

– Identifying delays

– Streamlining that process.

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# Time Management is not about going at 100% for 100% of the time

# Conclusions

Key Takeaways

**01**

### Prioritize

Divide your working day into "buckets" prioritize those buckets and your tasks will follow

**02**

### Use meetings wisely

Consider your use of meetings, often a time management issue. Have good, effective, timely meetings which follow a good cadence.

**03**

### Consider the Agile toolset

Kanban, Retrospectives, Showcases, even the Pomodoro method can help you organize your work and therefore your time.

**04**

### Manage your network, manage your time

Consider not only what takes your time but who, and how they do that.

**05**

### The Golden Hour

Use the 5am Rule for success on those days when you just have to fit it all in

**06**

### Relax, Chat, Collaborate

Remember 100% utility is not Humanly possible. A break, a walk, a chat with a colleague are often the times when a breakthrough happens

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# Thank You