



redhat®

Time Management and Productivity

OWN THE NEW NOW

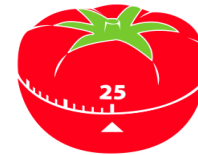
Alexis Solanas

How to achieve it

GTD (Getting Things Done)



Pomodoro technique



Popcorn technique





Don't panic, it is not complicated

Tasks have no priority

Only four steps to follow

Valid both for work and personal life

Collect all the information

Processing

Organization

Doing and reviewing



Capture ideas, task, anything you have to do

All the information goes to a place called Inbox

As soon you capture an idea, put it in the Inbox

No more steps needed



Take the items out of the Inbox

Is it actionable ?

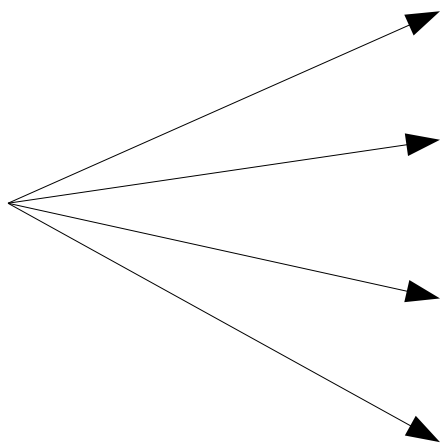
Always apply the “ 2 minutes rule ”

Do it twice a day



Assign all the tasks created before

I
N
B
O
X



Next / ToDo

Project

Waiting

Someday



Check the status of the tasks and projects

At least once a day

Change the state, move the tasks

This ensures the success of the method

✓ **GTD : How do this apply to Red Hat**

?

Inbox

 **GTD : How do this apply to Red Hat**

Inbox  **My plate, Email, Telephone**

 **GTD : How do this apply to Red Hat**

Inbox  **My plate, Email, Telephone**
ToDo

 **GTD : How do this apply to Red Hat**

Inbox  **My plate, Email, Telephone**

ToDo  **3S**




 **GTD : How do this apply to Red Hat**

Inbox  **My plate, Email, Telephone**

ToDo  **3S**

Project


 **GTD : How do this apply to Red Hat**

Inbox		My plate, Email, Telephone
ToDo		3S
Project		KCS, Training

 **GTD : How do this apply to Red Hat**





Inbox  **My plate, Email, Telephone**

ToDo  **3S**

Project  **KCS, Training**

Waiting

 **GTD : How do this apply to Red Hat**

Inbox		My plate, Email, Telephone
ToDo		3S
Project		KCS, Training
Waiting		WoCollab, Backlog

 **GTD : How do this apply to Red Hat**

Inbox  **My plate, Email, Telephone**

ToDo  **3S**






Project  **KCS, Training**

Waiting  **WoCollab, WoCust > 14 days**

Someday



GTD : How do this apply to Red Hat

Inbox		My plate, Email, Telephone
ToDo		3S
Project		KCS, Training
Waiting		WoCollab, WoCust > 14 days
Someday		RFE, PDT



Our situation at first time in the morning

Action	Case Nu...	SBT ↑	Severity	St...	R...	Subject	Status	Internal Status	SBR Group
Edit ✓	00617214		3 (Norm...	No	<input type="checkbox"/>	Problema en cluster de 5 nodos	Waiting on Red Hat	Waiting on Owner	Clusterha
Edit ✓	00624710		2 (High)	Yes	<input type="checkbox"/>	dcgnsis1: server hung	Closed	Waiting on Owner	Base OS; Kernel
Edit ✓	00337411	-52,933	2 (High)	Yes	<input type="checkbox"/>	KDE locking issue	Waiting on Red Hat	Waiting on PM	Desktop
Edit ✓	00623569	-3,593	2 (High)	No	<input type="checkbox"/>	snmpdf[16457]: Received bad msgID	Waiting on Red Hat	Waiting on Owner	Base OS
Edit ✓	00619032	-2,351	3 (Norm...	No	<input type="checkbox"/>	bug - missing line in "less"	Waiting on Red Hat	Waiting on Owner	Base OS
Edit ✓	00623297	-417	3 (Norm...	Yes	<input type="checkbox"/>	Servers (ca3sz2prwas01/02) Become Unresponsive	Waiting on Red Hat	Waiting on Owner	Networking
Edit ✓	00612568	-57	1 (Urgent)	No	<input type="checkbox"/>	VLAN over Bonded devices issue	Waiting on Red Hat	Waiting on Owner	Networking
Edit ✓	00624746	32	2 (High)	No	<input type="checkbox"/>	Server Hanged	Waiting on Red Hat	Waiting on Owner	Base OS
Edit ✓	00610548	102	4 (Low)	No	<input type="checkbox"/>	Usar el beeper de un sistema con caracteres de escape en la salida esta...	Waiting on Red Hat	Waiting on Owner	Kernel
Edit ✓	00620014	242	2 (High)	No	<input type="checkbox"/>	Servidor no responde al poner hypervisor en maintenance	Waiting on Red Hat	Waiting on Owner	Virtualization
Edit ✓	00624750	362	3 (Norm...	No	<input type="checkbox"/>	Redhat cluster 2 node	Waiting on Red Hat	Waiting on Owner	Clusterha
Edit ✓	00595376	463	3 (Norm...	No	<input type="checkbox"/>	Console Disconnected	Waiting on Red Hat	Waiting on Collabo...	Virtualization
Edit ✓	00569027	1,113	2 (High)	Yes	<input type="checkbox"/>	[BZ] Performance degradation (%si) in BNX driver	Waiting on Red Hat	Waiting on Collabo...	Kernel; Networking
Edit ✓	00619285	1,461	2 (High)	No	<input type="checkbox"/>	Problème avec kernel 2.6.18-308.1.1.el5	Waiting on Red Hat	Waiting on Engine...	Kernel
Edit ✓	00609288	8,739	2 (High)	No	<input type="checkbox"/>	Problema con Bonding	Waiting on Red Hat	Waiting on PM	Kernel
Edit ✓	00609370	11,656	2 (High)	No	<input type="checkbox"/>	Initial 'emptyarchive' page contains hostname rather urlhost in listinfo pag...	Waiting on Red Hat	Waiting on Owner	Base OS
Edit ✓	00620393	11,694	3 (Norm...	Yes	<input type="checkbox"/>	AMQP object synchronization when a new node is joining the cluster is reg...	Waiting on Red Hat	Waiting on Engine...	MRG
Edit ✓	00560747	21,699	4 (Low)	Yes	<input type="checkbox"/>	[RFE] Backport of smem to rhel 5.7	Waiting on Red Hat	Waiting on PM	Base OS
Edit ✓	00480317	24,634	3 (Norm...	Yes	<input type="checkbox"/>	No /dev/dsp due to missing snd_pcm_oss	Waiting on Red Hat	Waiting on Engine...	Kernel
Edit ✓	00529183	42,277	4 (Low)	Yes	<input type="checkbox"/>	[RFE] Add currency report as a spacewalk report	Waiting on Red Hat	Waiting on PM	SysMgmt

Start of my day : Grab a FTS, Clear of Backlog, KCS on closed tickets, review the tickets

✓ GTD : How do this apply to Red Hat

After 20 minutes :

Edit ✓	00624746	32	2 (High)	No	<input type="checkbox"/>	Server Hanged	Waiting on Red Hat	Waiting on Owner	Base OS
Edit ✓	00610548	102	4 (Low)	No	<input type="checkbox"/>	Usar el beeper de un sistema con caracteres de escape en la salida esta...	Waiting on Red Hat	Waiting on Owner	Kernel
Edit ✓	00620014	242	2 (High)	No	<input type="checkbox"/>	Servidor no responde al poner hypervisor en maintenance	Waiting on Red Hat	Waiting on Owner	Virtualization
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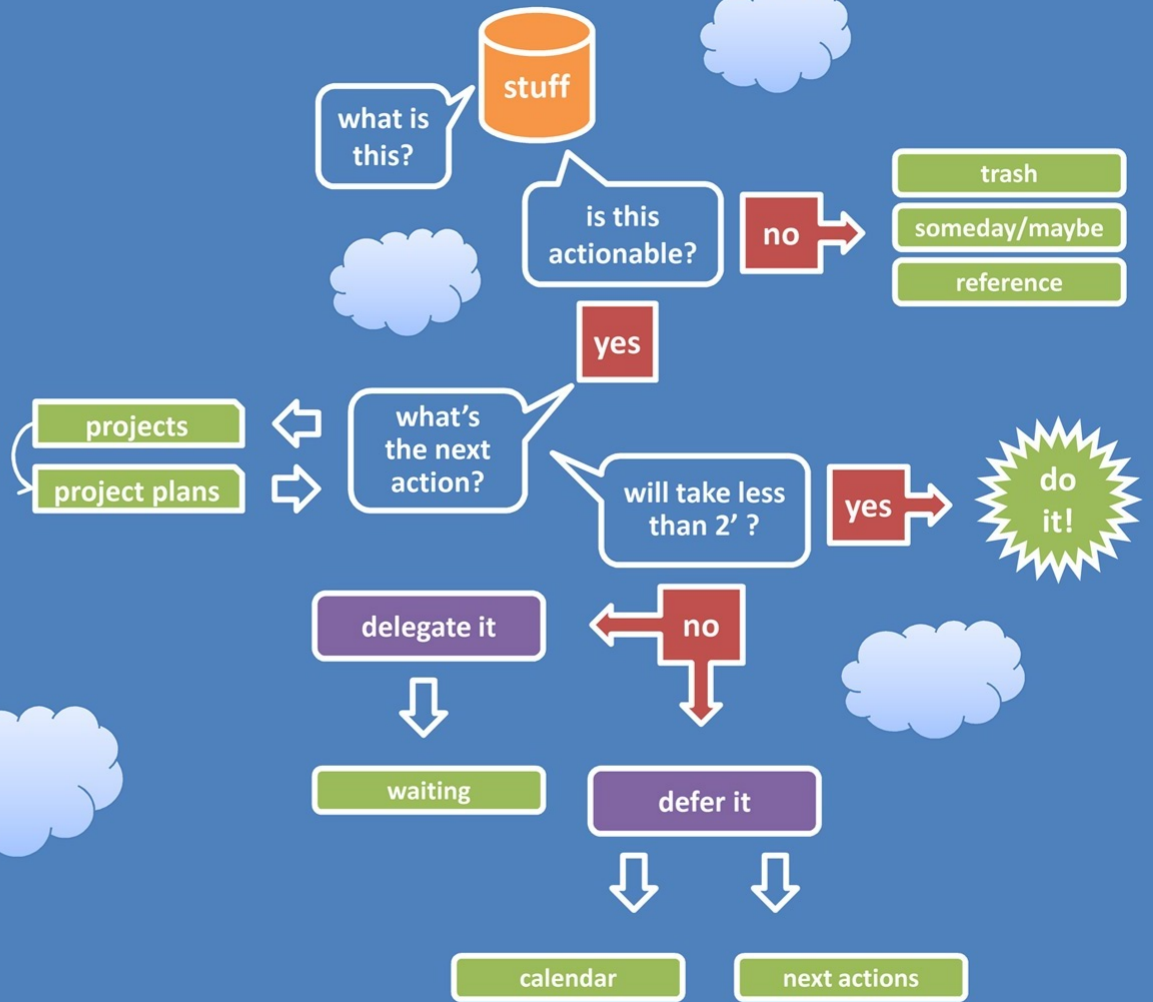
Our workload has been reduced by 50%

I feel less stressed

I can do more

Get rid of the fear of the unknown

✓ GTD : A little help



 **GTD : A little help**

new unsorted
downloads

current work
project files

archive queue
organize & file

permanent
items

misc
box



www.entropiaDS.com/blog/

Pen & Paper

Zim



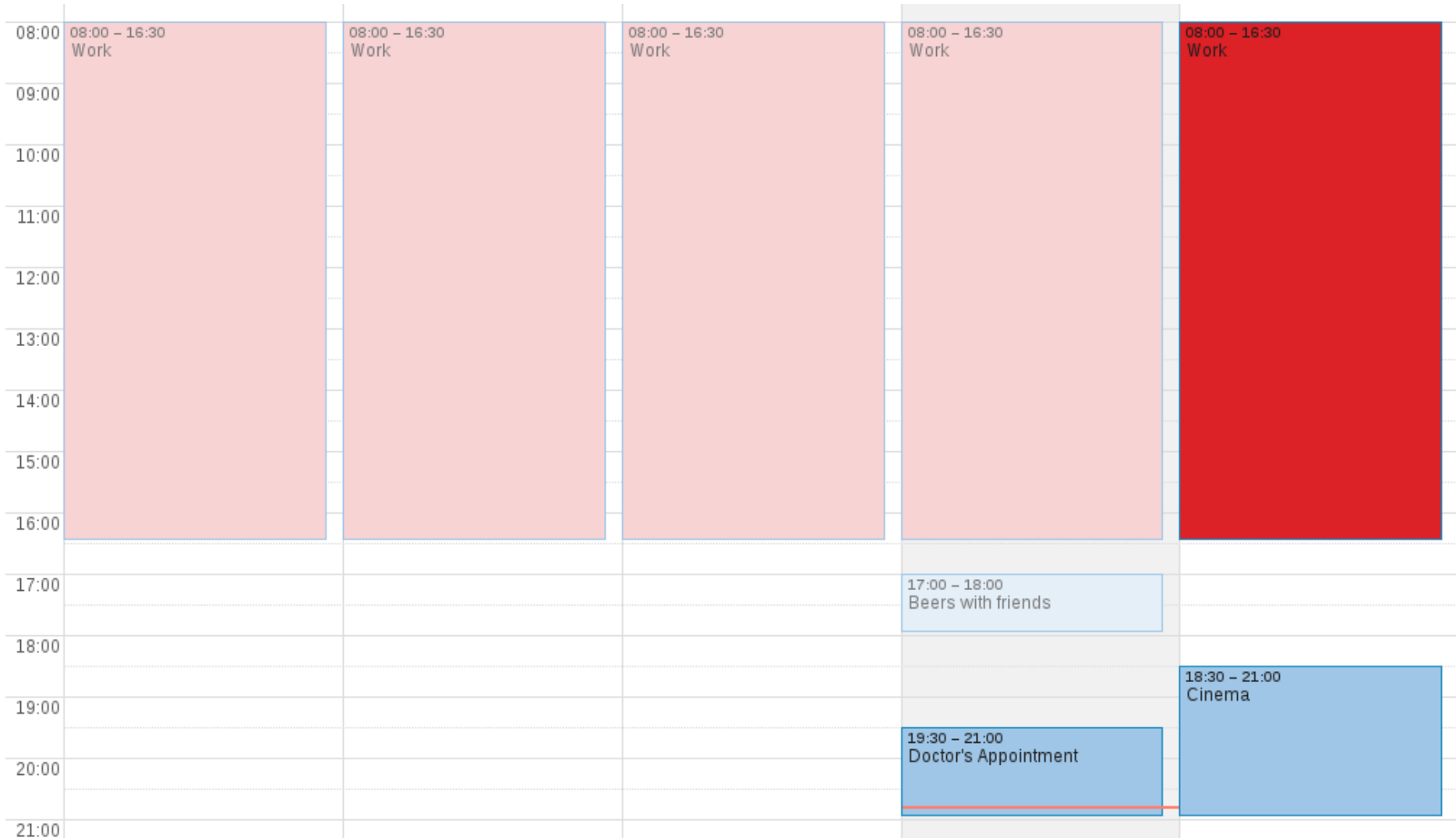
Evernote



Email client / Remember the Milk, etc

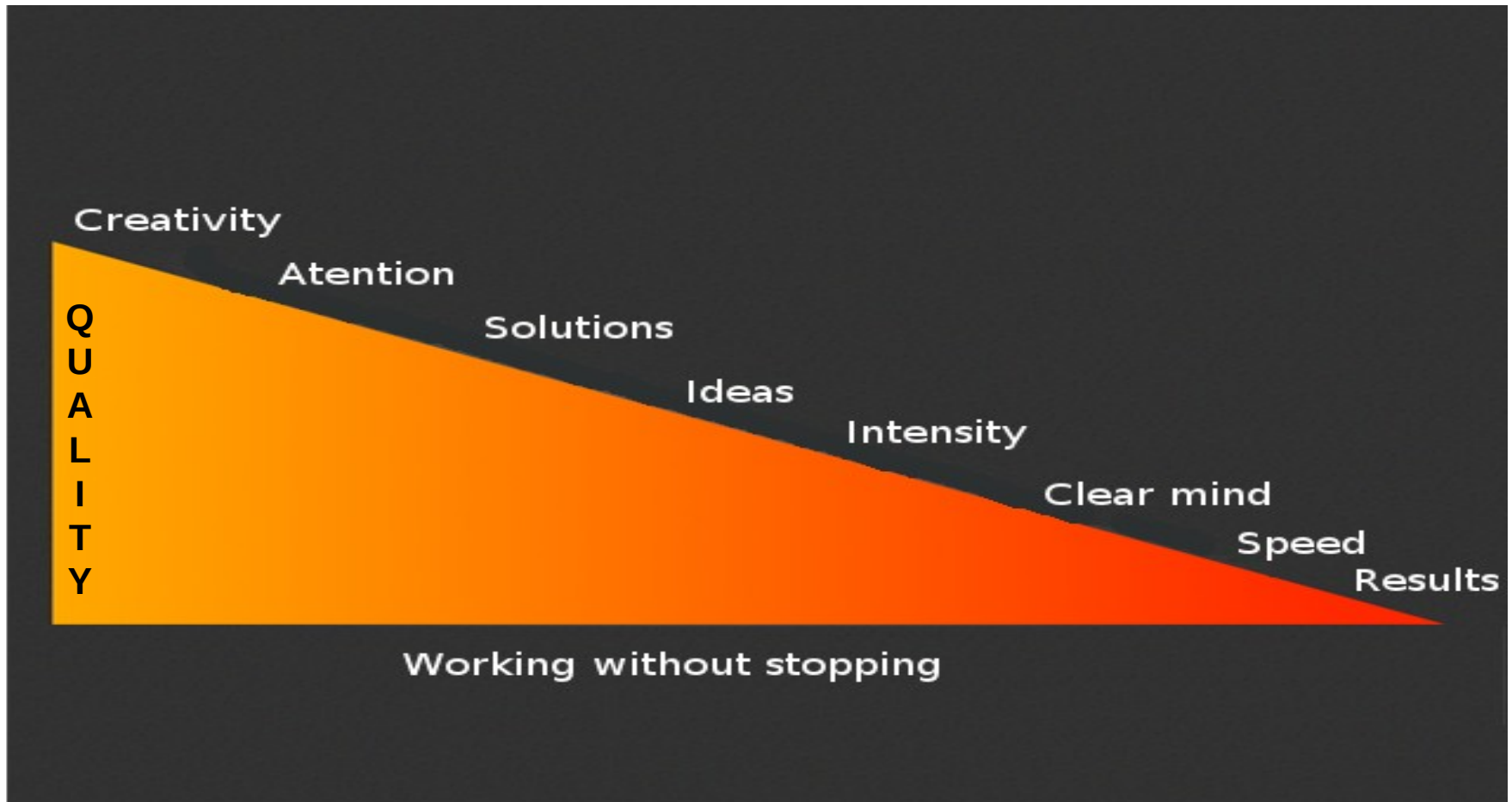
✓ **Calendar : Not this way**

08:00	08:00 – 16:30 Work	08:00 – 16:30 Work	08:00 – 16:30 Work	08:00 – 16:30 Work	08:00 – 16:30 Work
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00	17:00 – 18:00 Shopping	17:00 – 18:00 Laundry	17:00 – 18:00 Ironing	17:00 – 18:00 Beers with friends	17:00 – 18:00 Shopping
18:00	18:00 – 20:00 Study	18:00 – 19:30 Garage	18:00 – 19:00 Call Sister	18:00 – 19:30 Study	18:30 – 21:00 Cinema
19:00		19:30 – 21:00 Study	19:00 – 20:30 Study	19:30 – 21:00 Doctor's Appointment	
20:00	20:00 – 21:00 Dinner		20:30 – 21:30 Dinner		
21:00		21:00 – 22:00 Dinner		21:00 – 22:00 Dinner	21:00 – 22:00 Dinner
22:00					

 **Calendar**

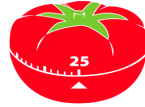


The problem we are facing





redhat.



Pomodoro Technique

Can be used for any kind of task

Uses time as a valuable ally

Boost motivation and keep it constant

Improves your work or study process



redhat.



What is a Pomodoro ?

Period of time we use to work (25 min)

It is indivisible

Join tasks to fill up a pomodoro

Divide task if it takes more than 5 pomodoros



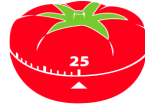
What happens when it ends ?

Stop working on that task

Have a short break (5 min)

Relax, do one 2 minutes task ...

It is mandatory



Start another Pomodoro

Follow the cycle to complete 4 Pomodoros

Then have a long break (15-20 min)

Start again !

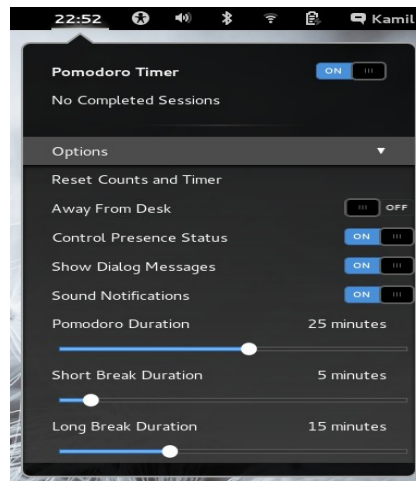
Physical Pomodoro



PomoDroido



Pomodoro extension for Gnome-Shell





Popcorn Technique

For the tasks we don't want to start

Work on the task for only 5 minutes

Then decide if you want to continue or switch

It works !!

GTD

<http://www.davidco.com>

<http://www.gtdtimes.com/>

http://anabubula.com/files/GTDclouds_1920_wide.jpg

<http://bit.ly/legKlp>

<http://www.evernote.com>

<http://zim-wiki.org>

Pomodoro

<http://www.pomodorotechnique.com>

<https://extensions.gnome.org/extension/53/pomodoro/>

Questions

