

Choices, choices...



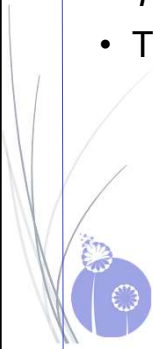
But first, coffee...

Priorities...

How do you decide what needs to be done first –
how do you set priorities?

- This is the most urgent
- This is the most important
- My manager/most demanding client really wants this done
- *This* needs to be done before we/they can do *that*
- This is what I said I'd do...

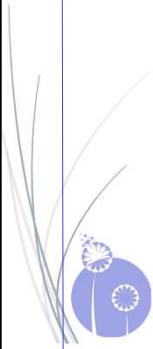
What's your default driver?



Priorities...

Could you filter your priorities?

- Is this central to/aligned with the project goals?
- Is this a suggestion or a need, a request or demand?
- What are the consequences of doing or delaying this?
- Doing this first makes everything else easier!



What would be a helpful filter for you?

Balance is relative and dynamic

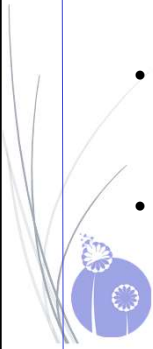
"People very often say to me,
'How did you do it, how did you raise a baby and write a book?'
and the answer is - I didn't do housework for four years.
I'm not Superwoman and living in squalor, that was the answer."
J.K. Rowling



Priorities...

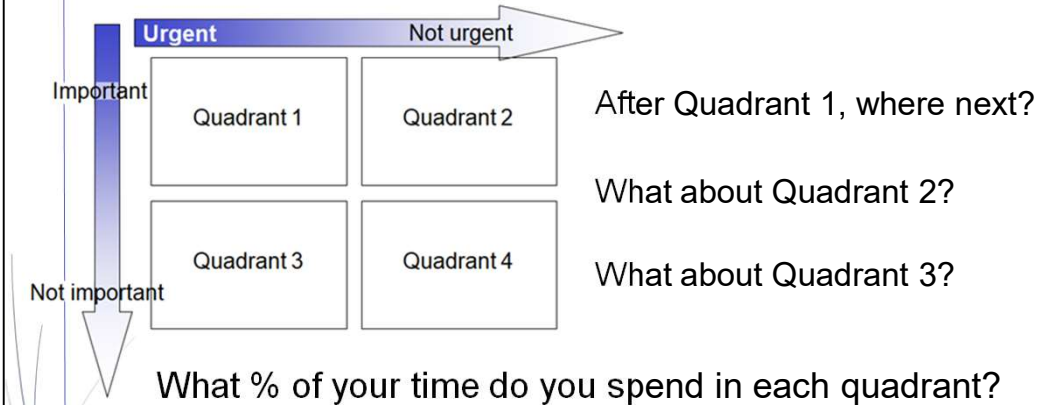
A helpful way to set priorities?

- A: Absolutely must do **today**
 - The consequences of not doing this are significant!
- B: Be nice if I did this
 - If I don't it will become an A task tomorrow
 - I will enjoy doing this today
 - I have the resources at hand
 - It feels in flow to do this
- C: Could do
 - Less important but sometimes they need to be done
 - Sweets or sours – remember to set a timer!
- D: Don't do – delegate or dump
 - Be professional, don't be a victim.



Priorities...

Eisenhower grid: Stephen Covey 7 Habits of Highly Effective People



Priorities...

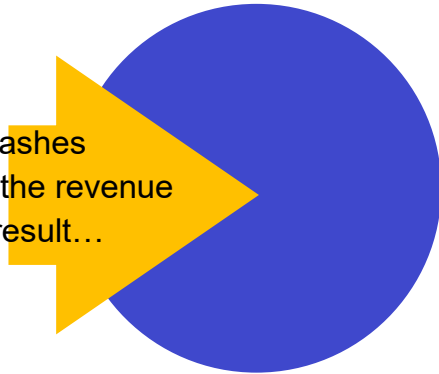
Pareto principle – the 80:20 rule

What if...

20% of the bugs cause 80% of the crashes

20% of the customers create 80% of the revenue

20% of the input creates 80% of the result...



What if 20% of your work creates 80% of your impact?

