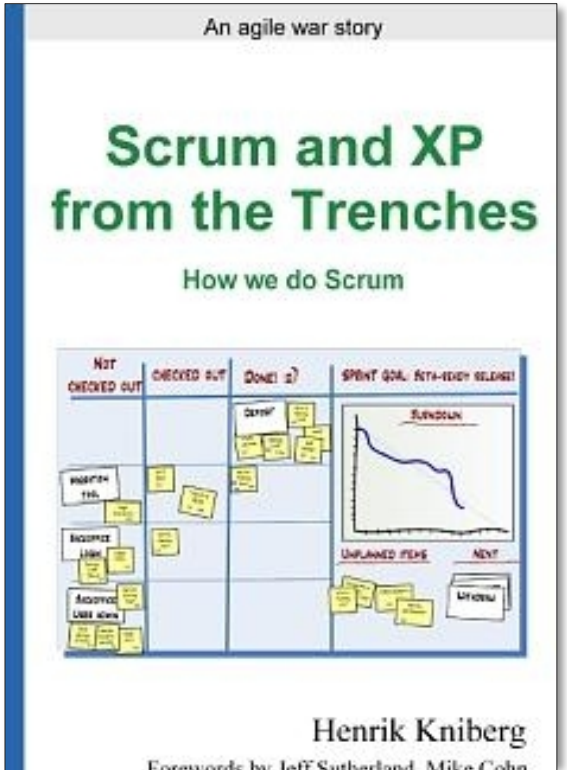
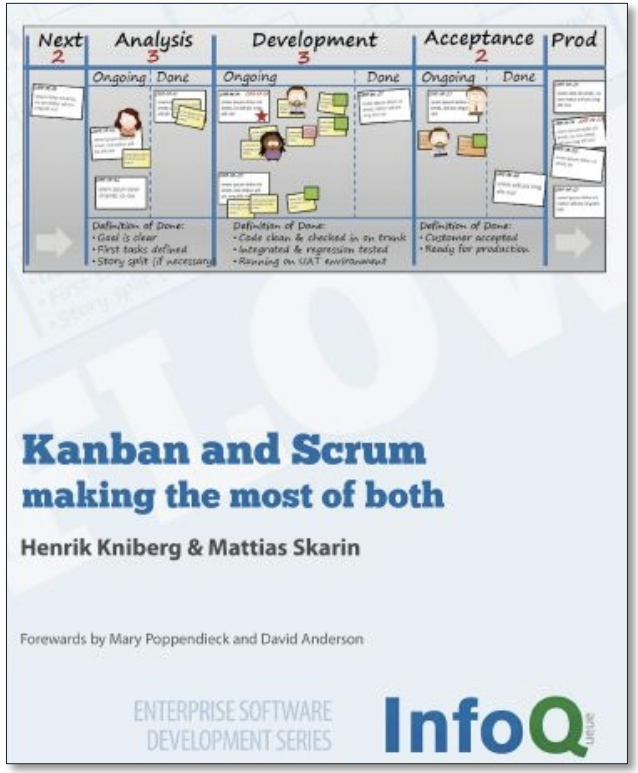
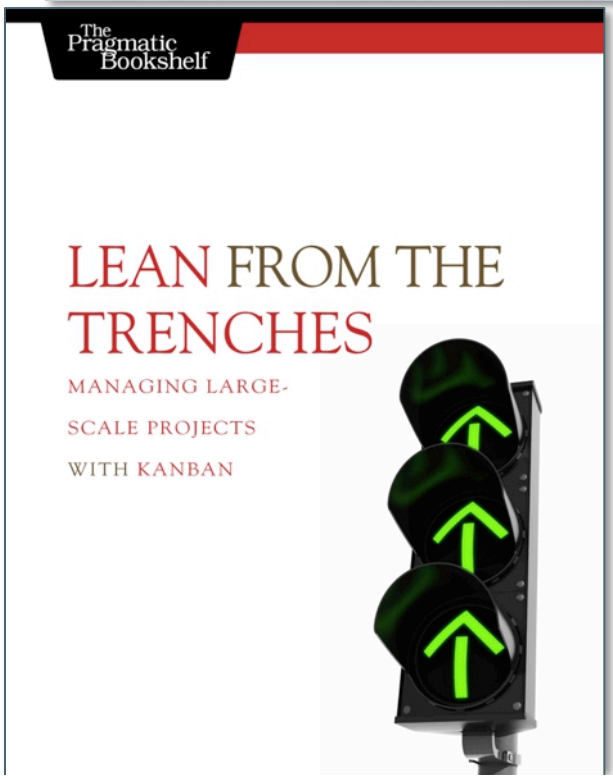
# Stop Starting, Start Finishing

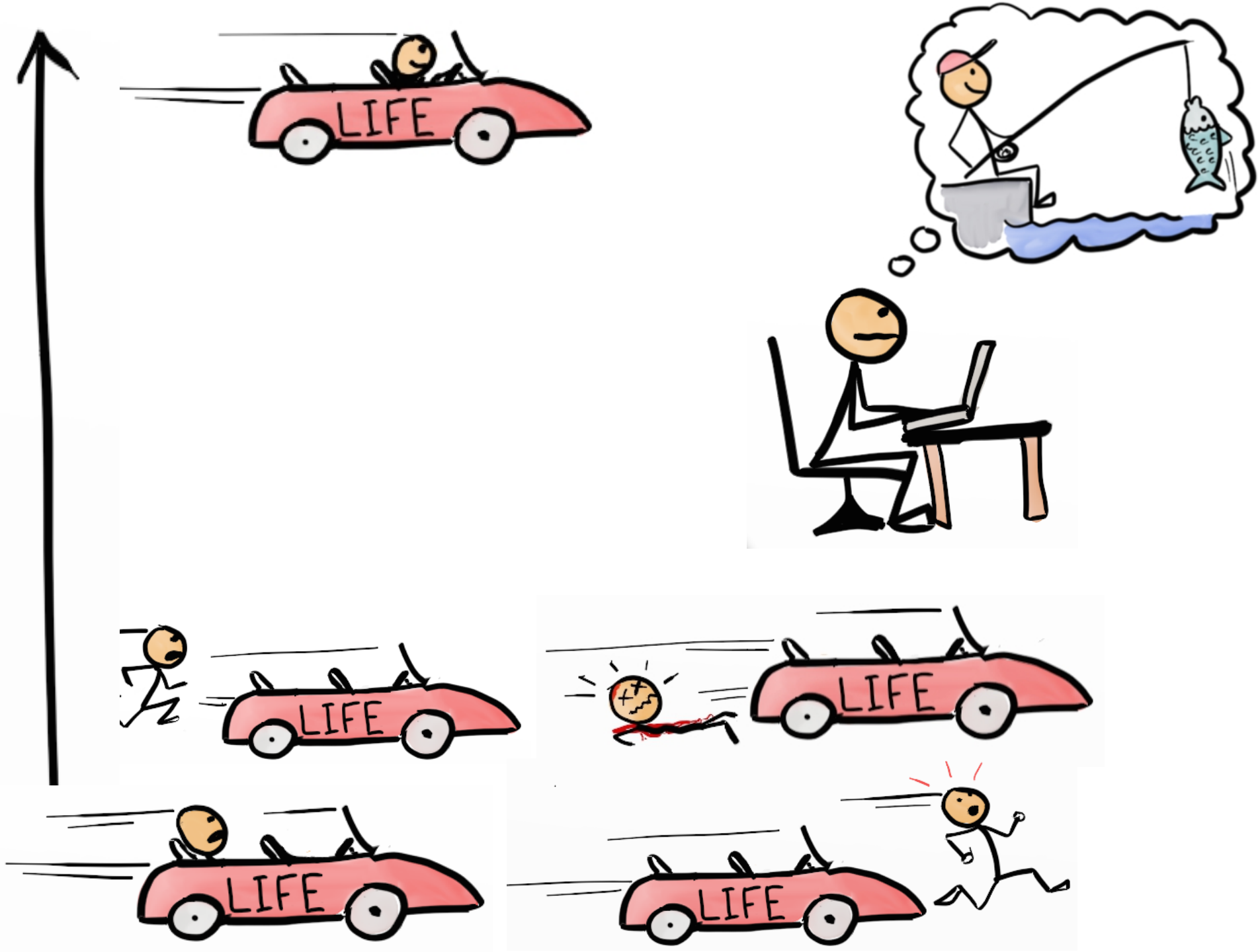
Lean Kanban Nordic
March 13, 2013

Henrik Kniberg
Agile/Lean coach
www.crisp.se


LIFE
LIFE
LIFE
LIFE
LIFE

Kanban

Scrum

Agile

Lean

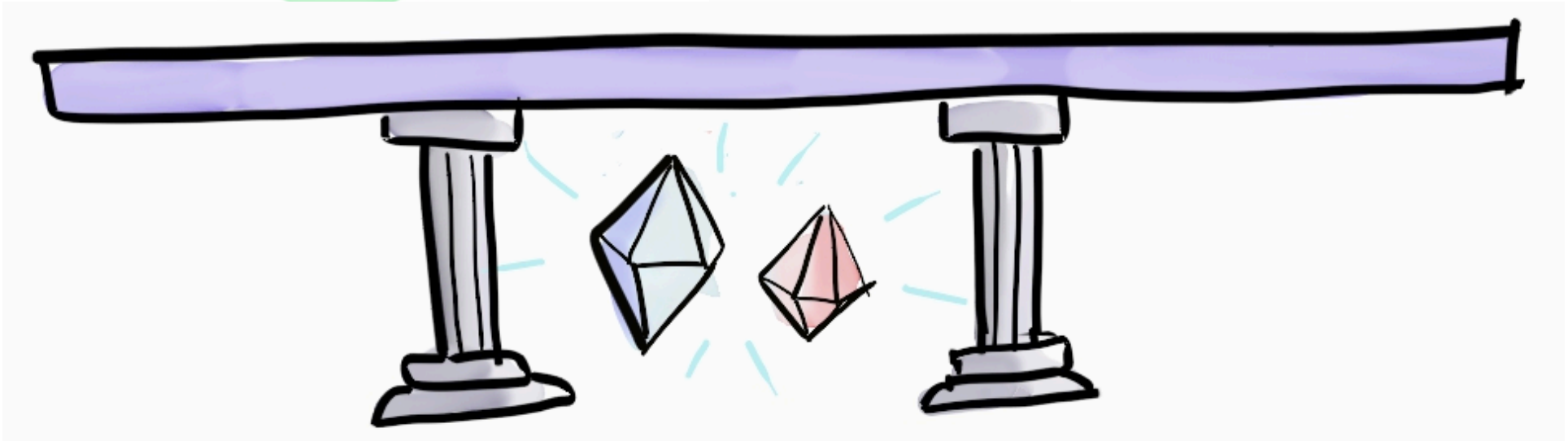
XP

4hr work week

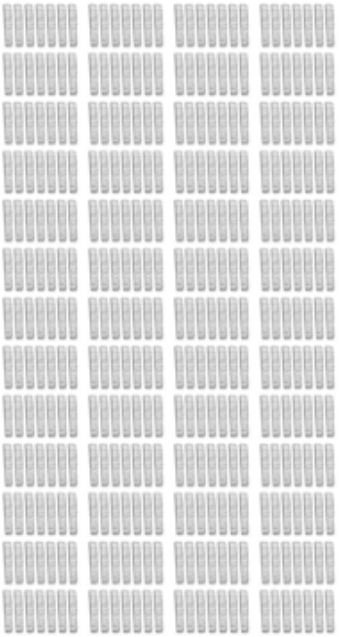
Pomodoro

GTD
(Getting Things Done)

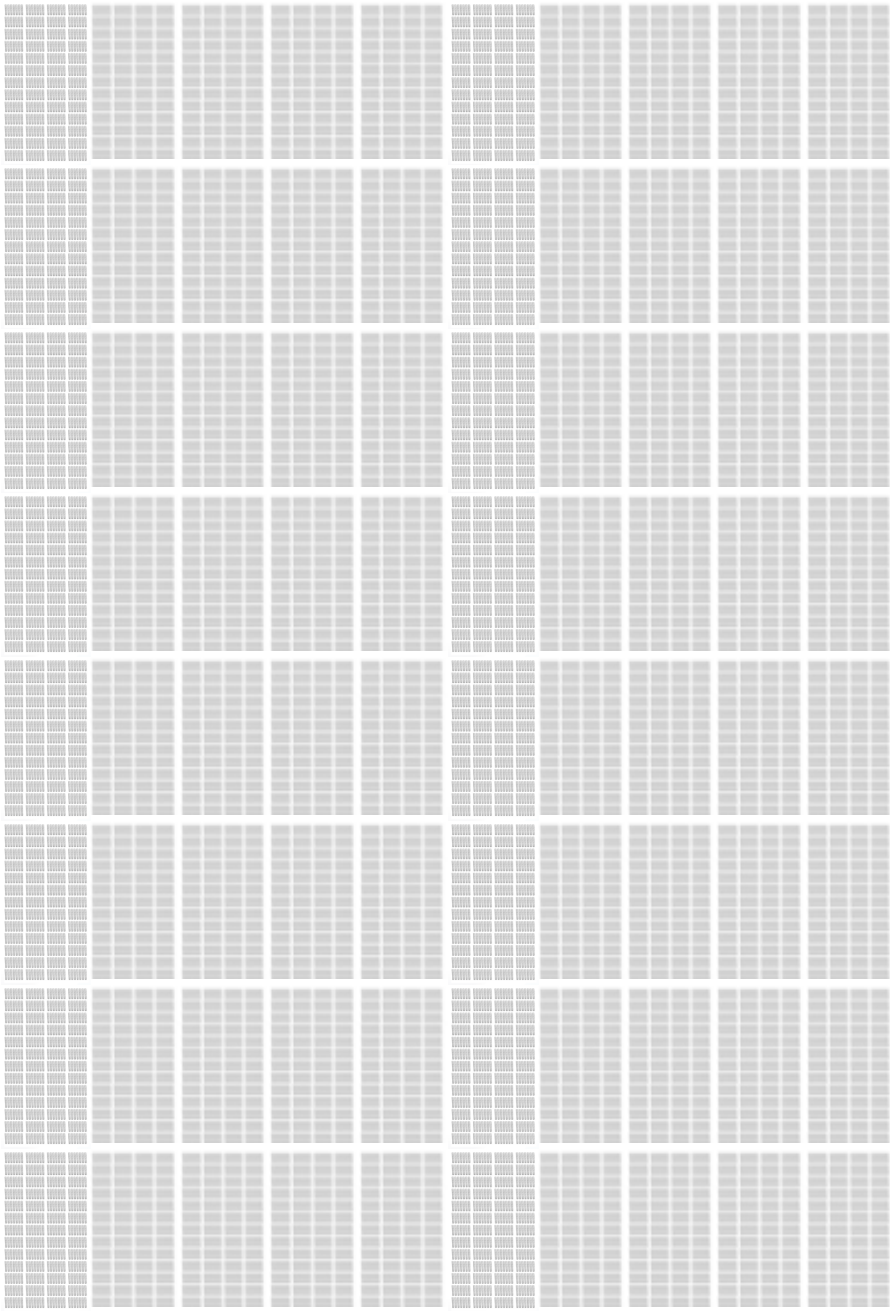
7 habits of highly effective people



1 year = 8,766 hours

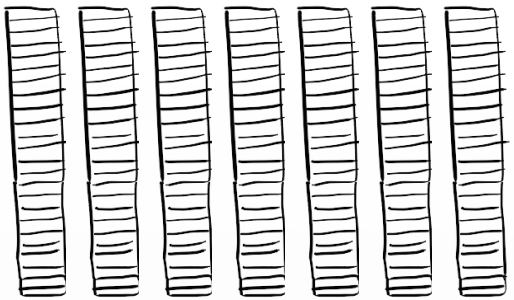


1 life ≈ 700,000 hours



1 day = 24 hours

1 week = 168 hours



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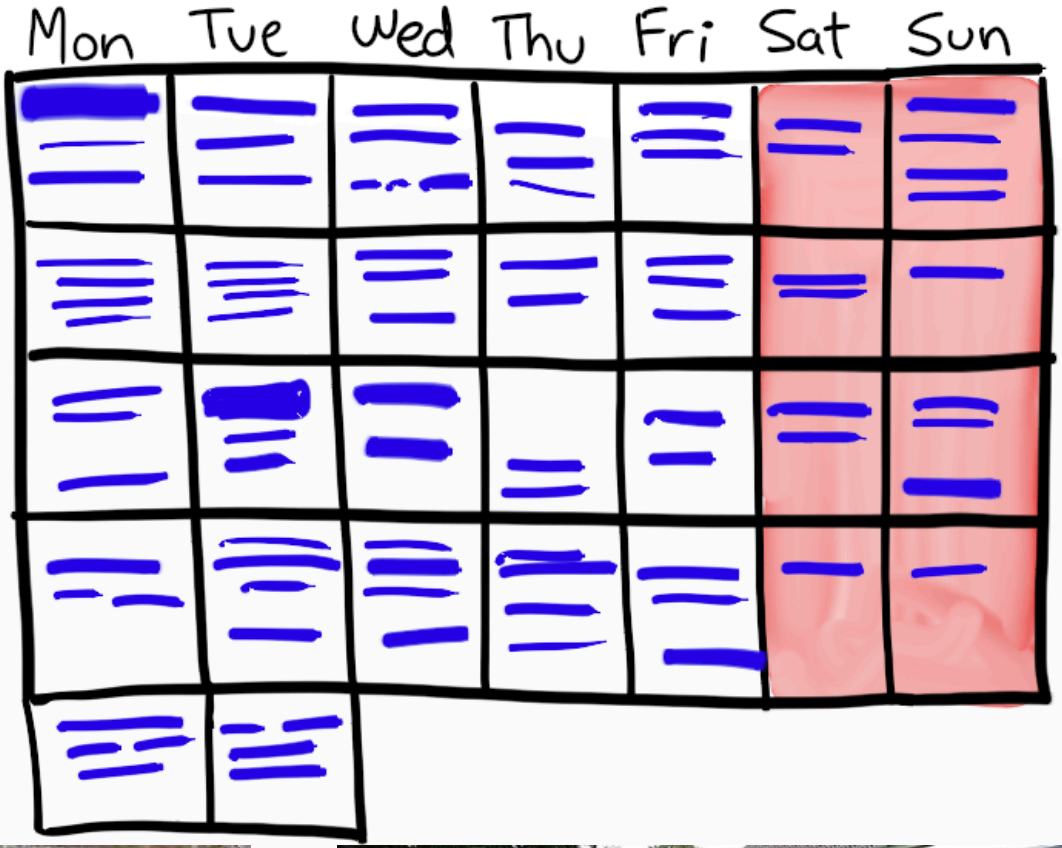
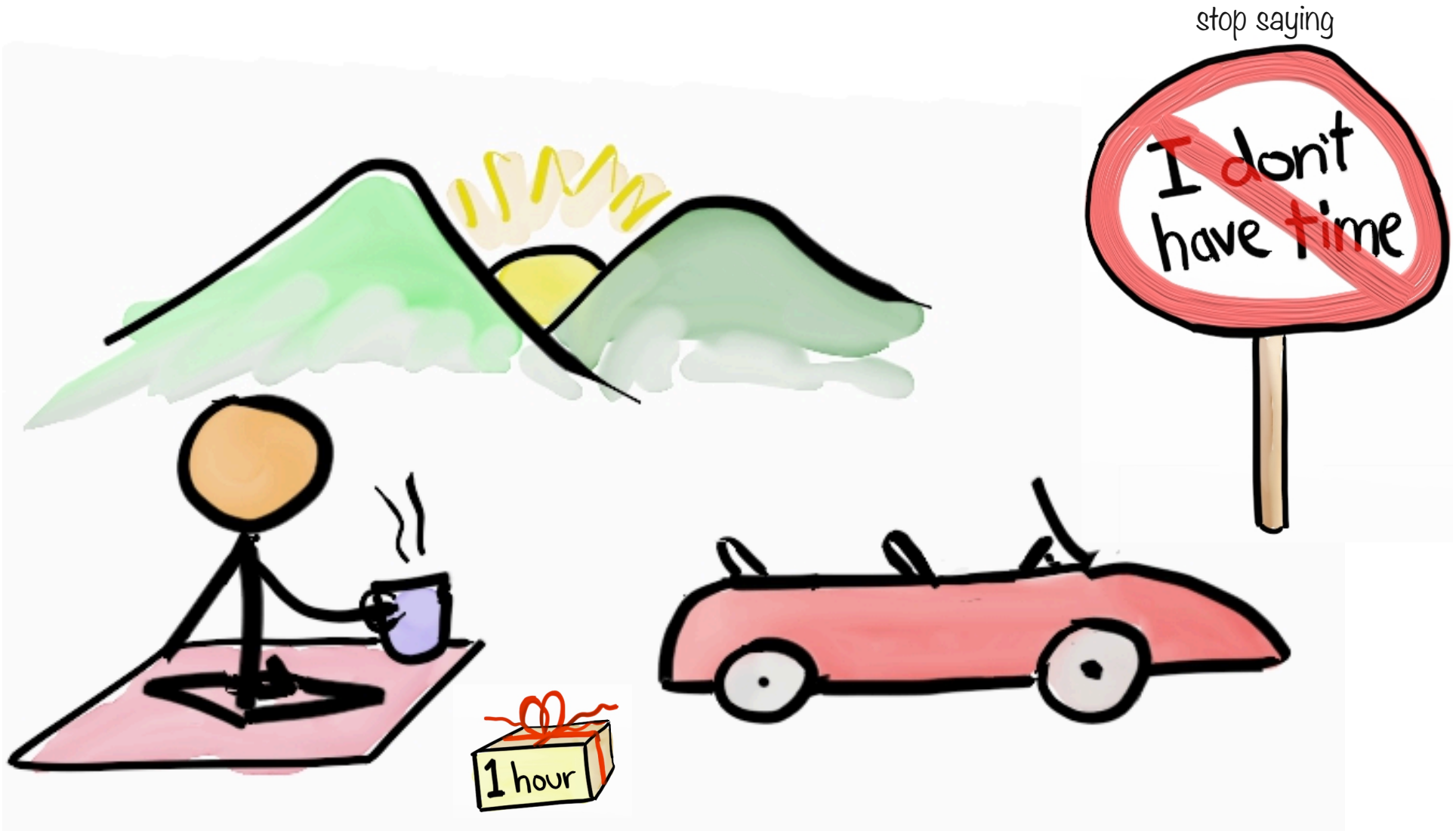


He

Pacific
HORIZON

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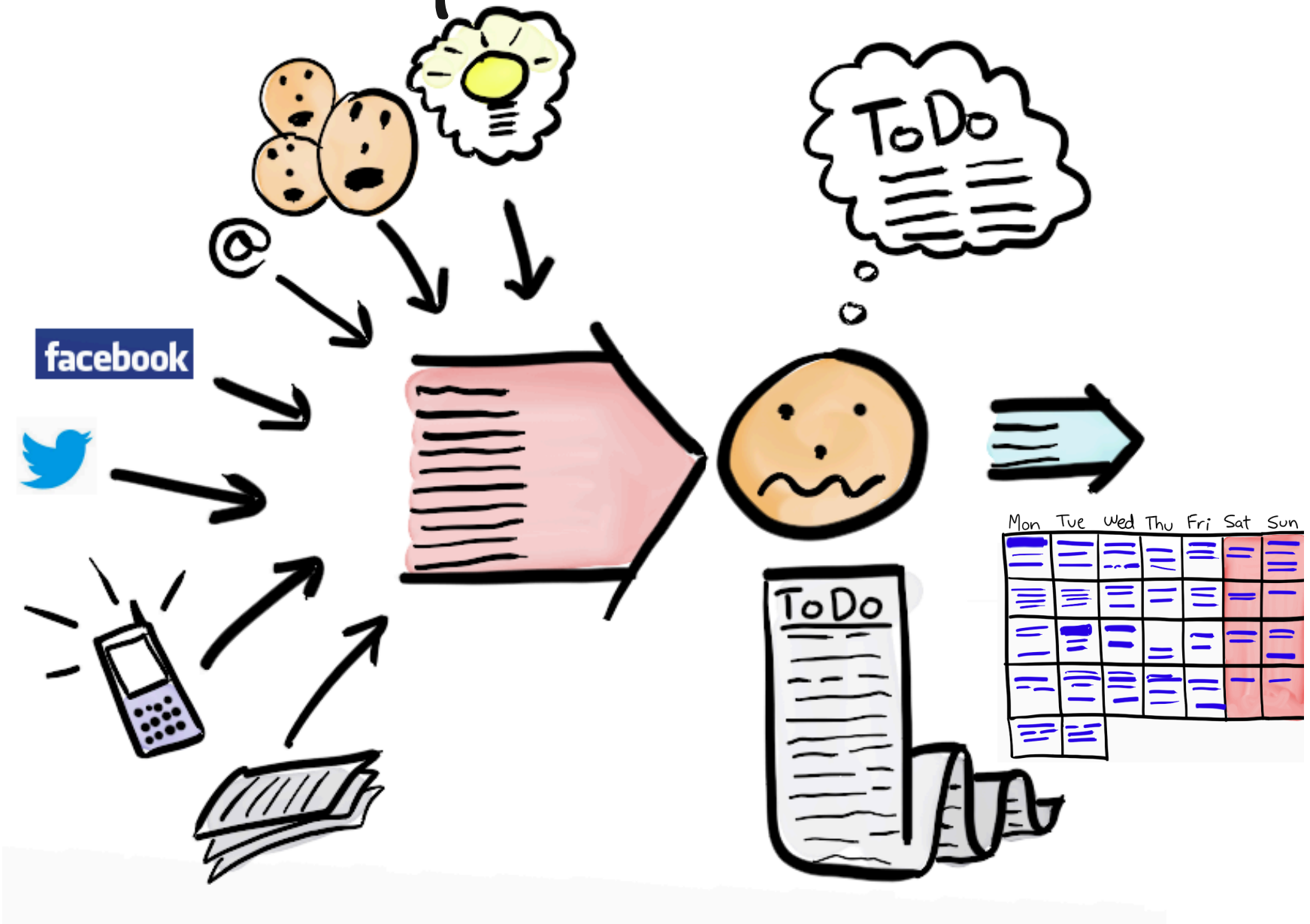
# Chapter 1

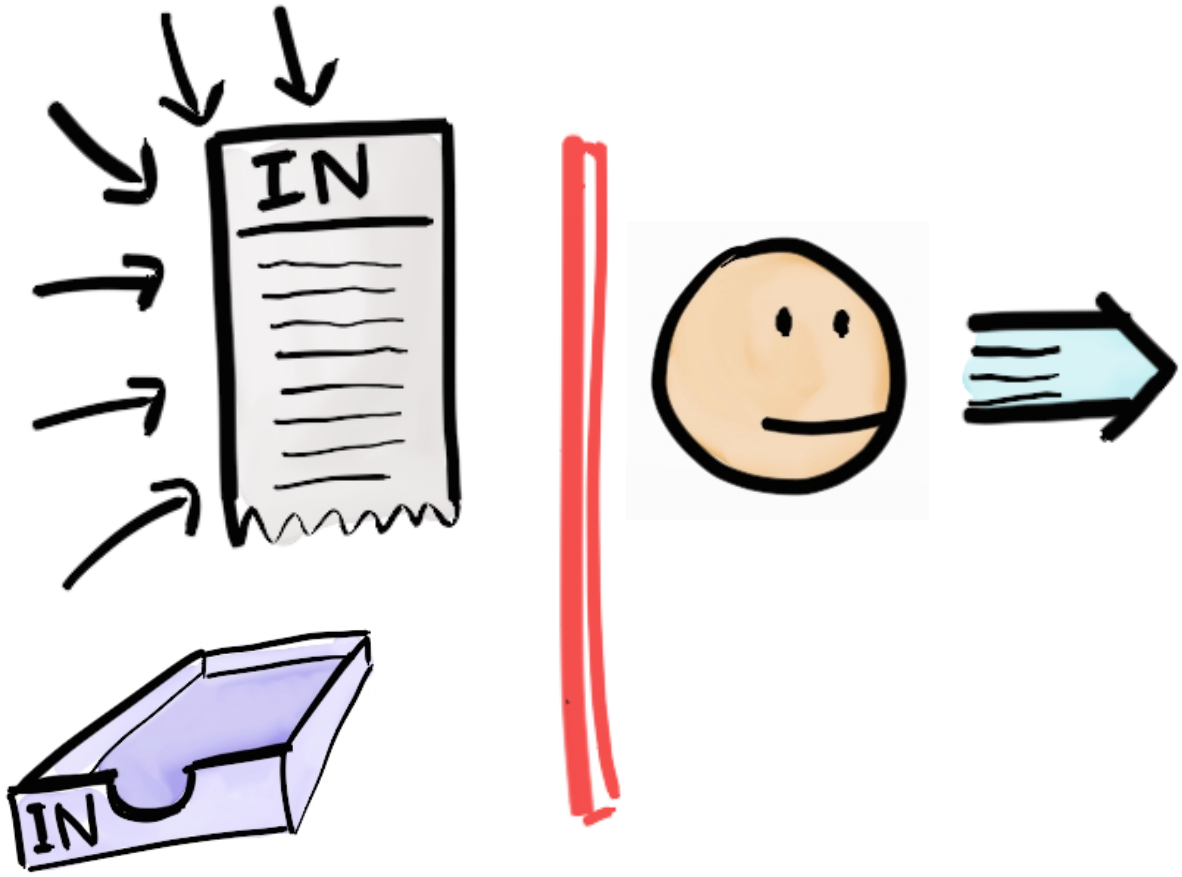
## How to control the hamster wheel

40m

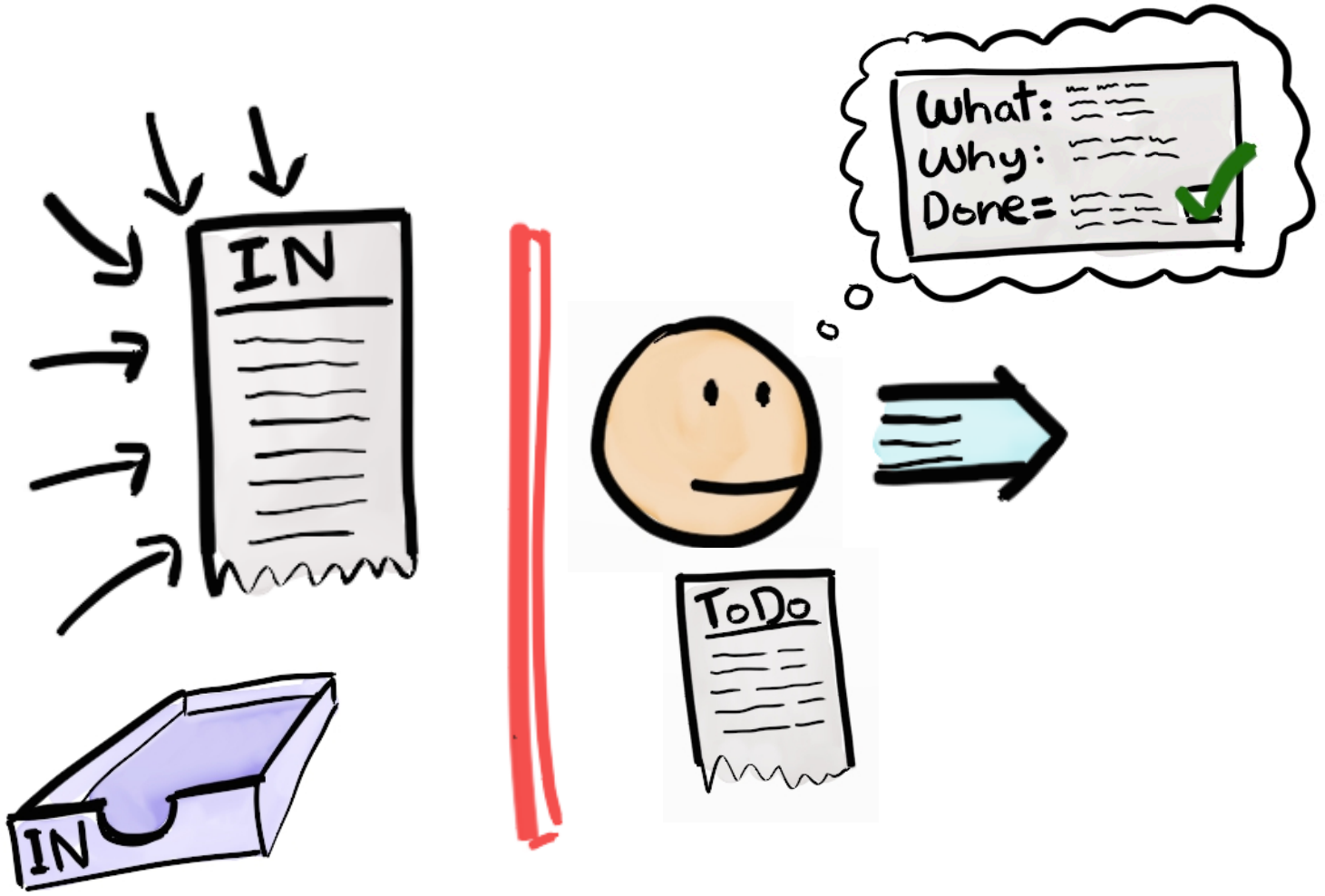
# The overflow problem

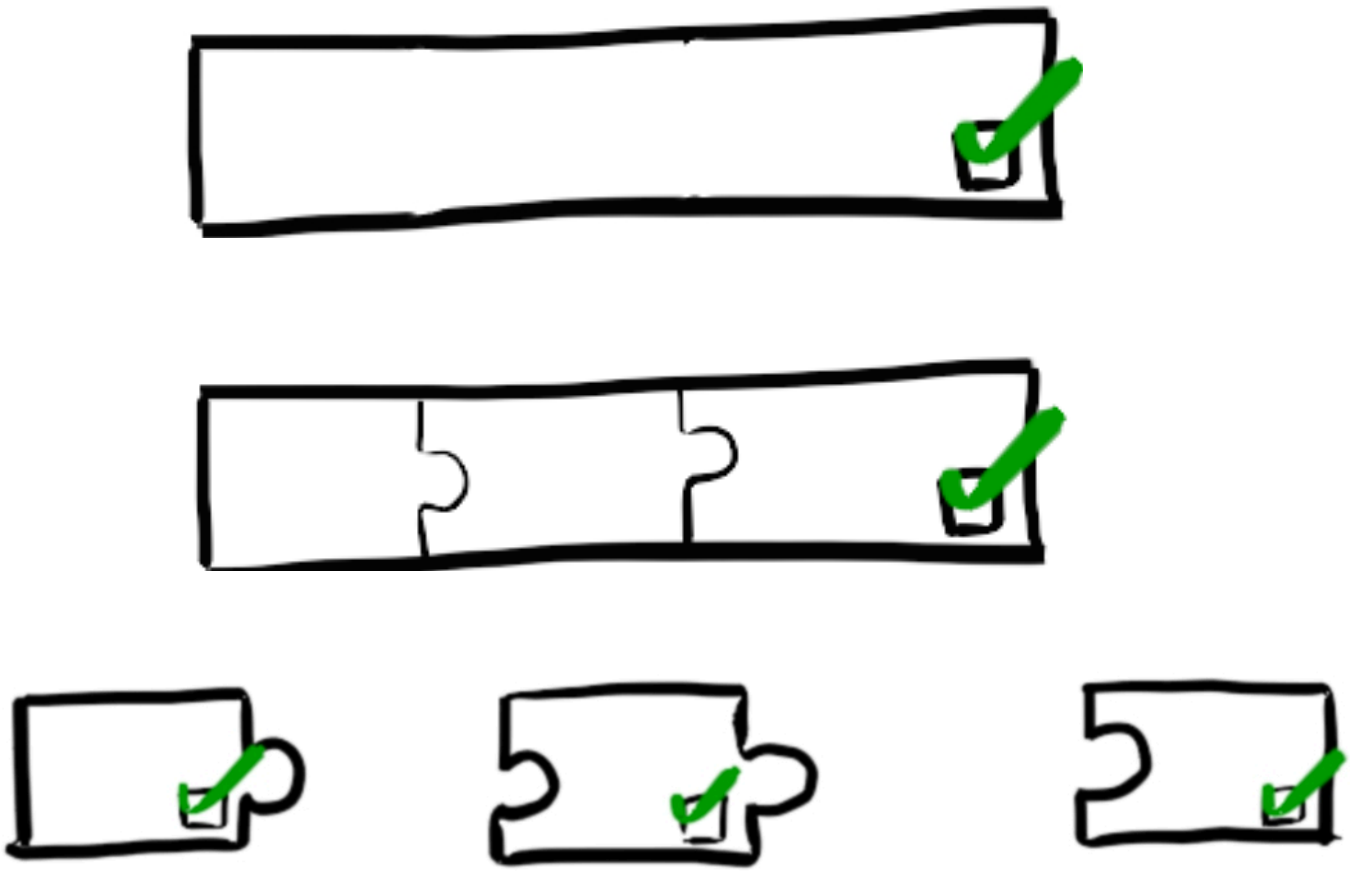


# Isolate the noise



# Do 1 thing until Done





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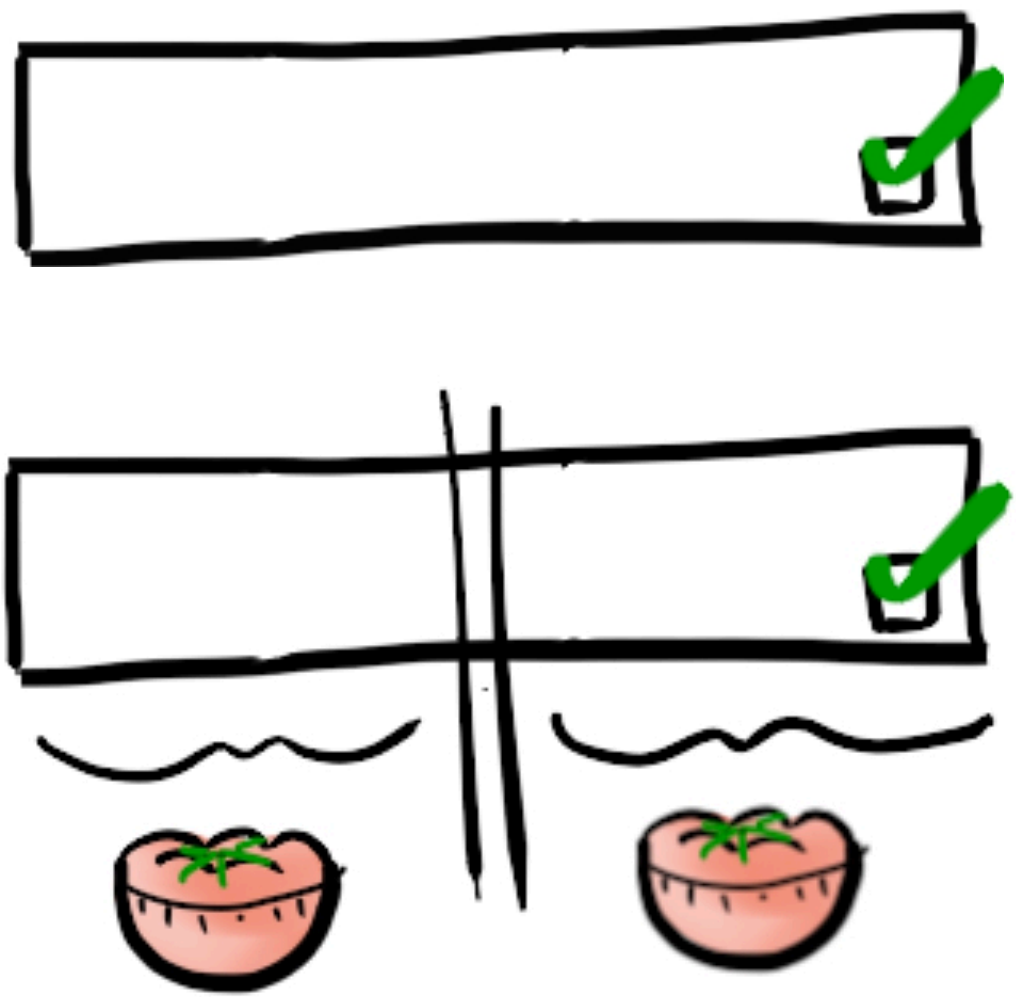

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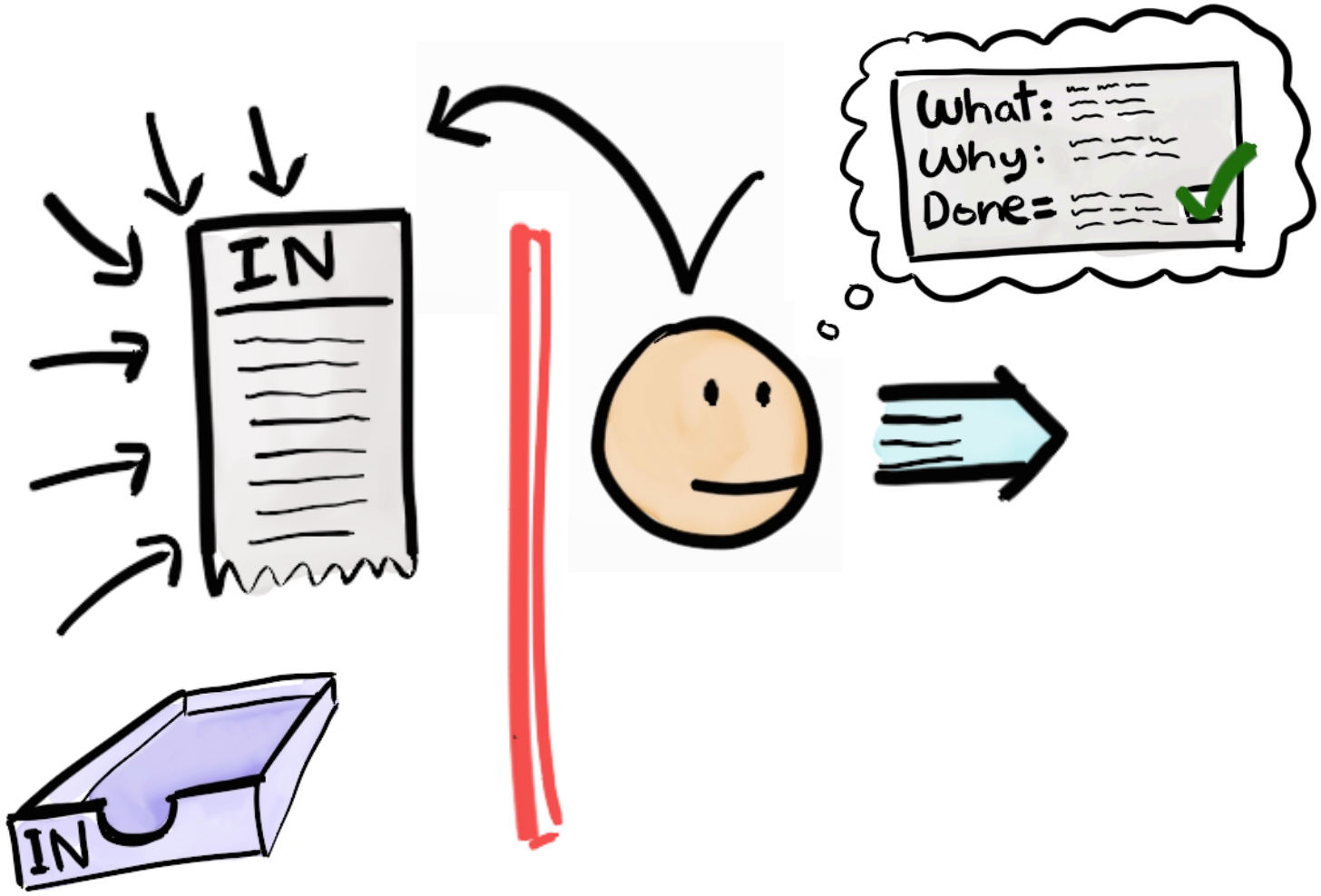
# Teflon mode



# Know your WIP (work in progress)

## Someday / Maybe

Check out

Blog about

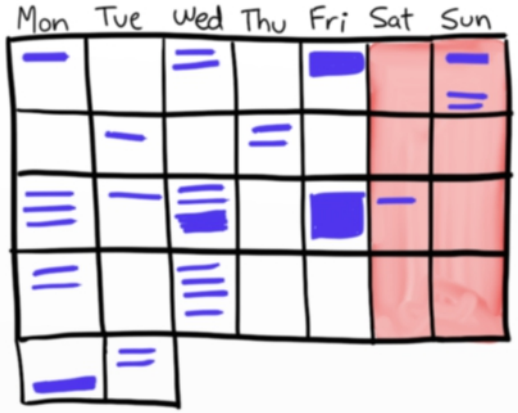
Read

Ideas

## WIP

Actions, Projects,
Commitments, Promises

Appointments

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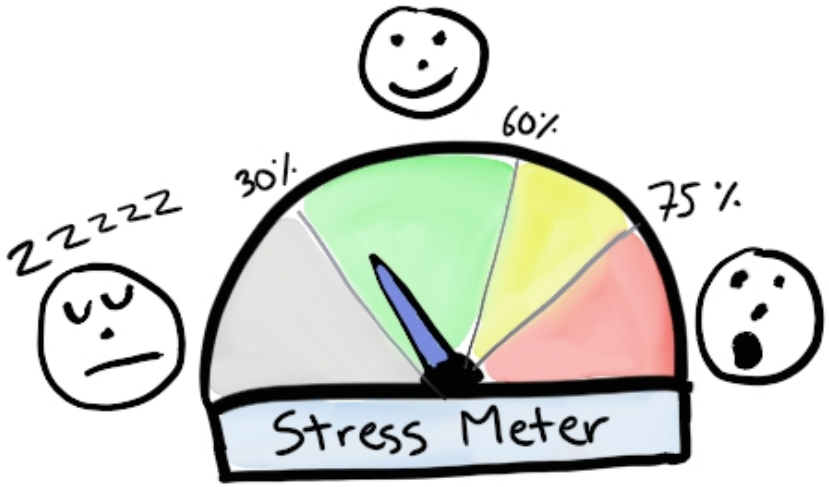
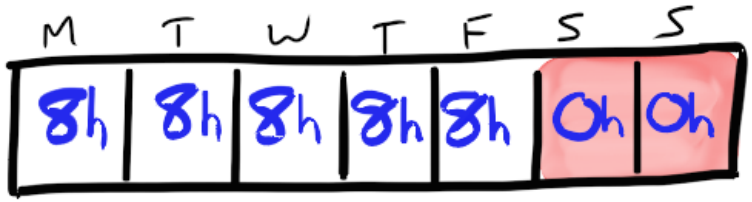
# Limit WIP

6 starred emails

60% stress




40 hours at office

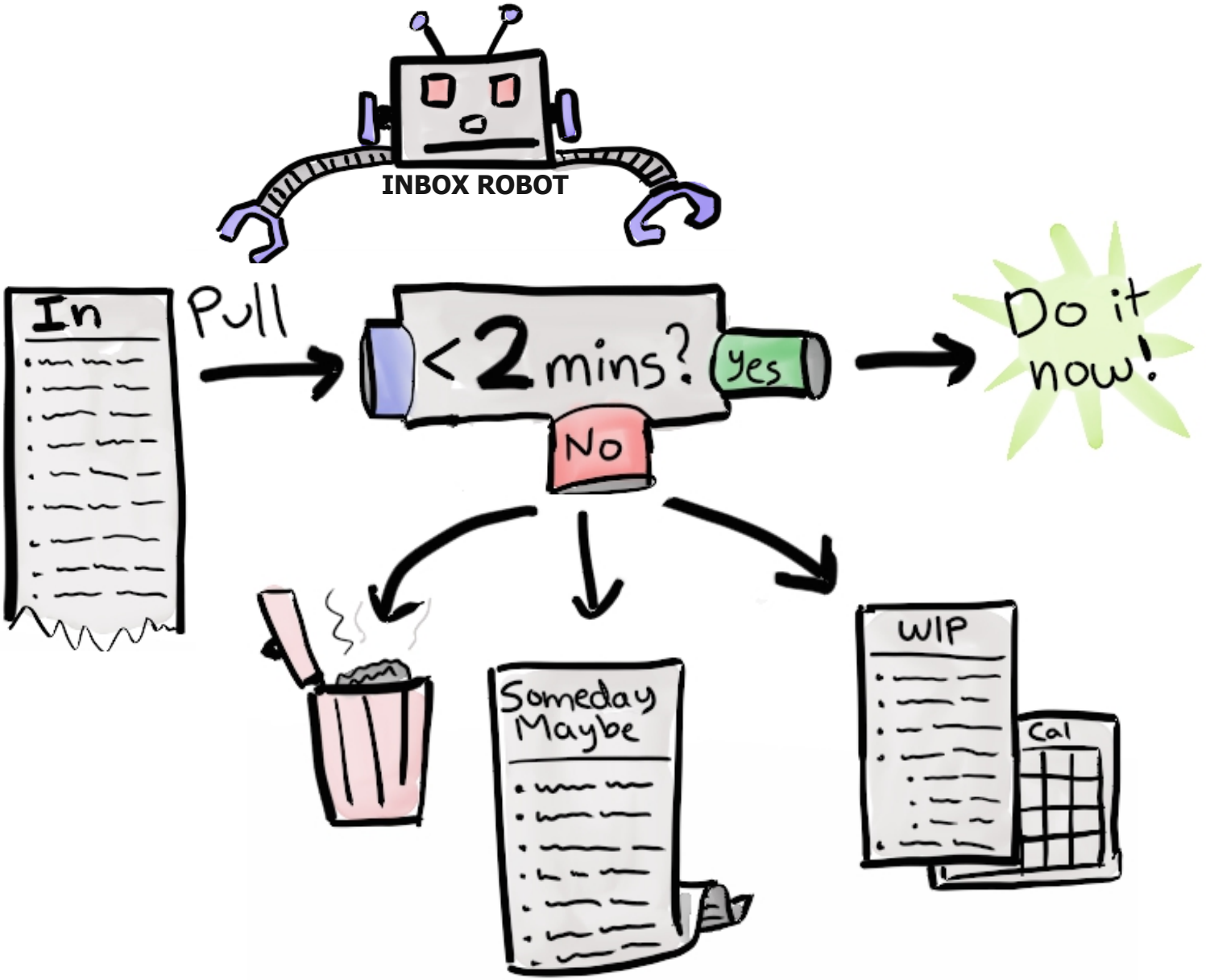



10 travel days per year

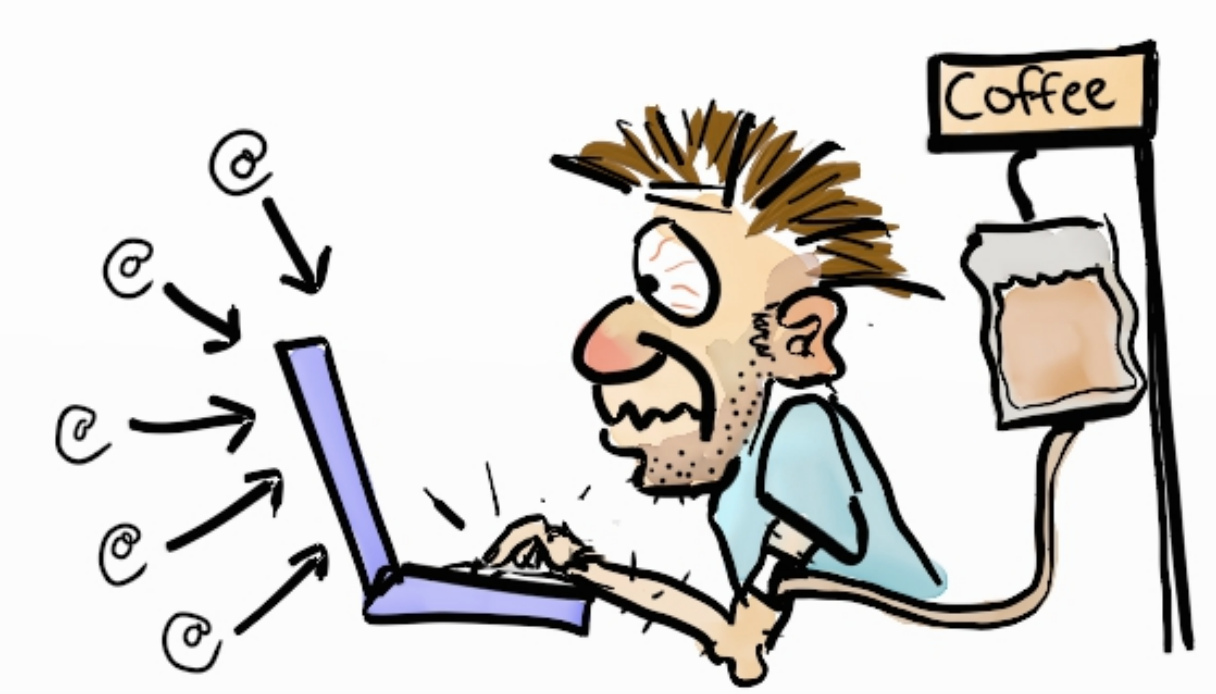
10 actions

3 projects

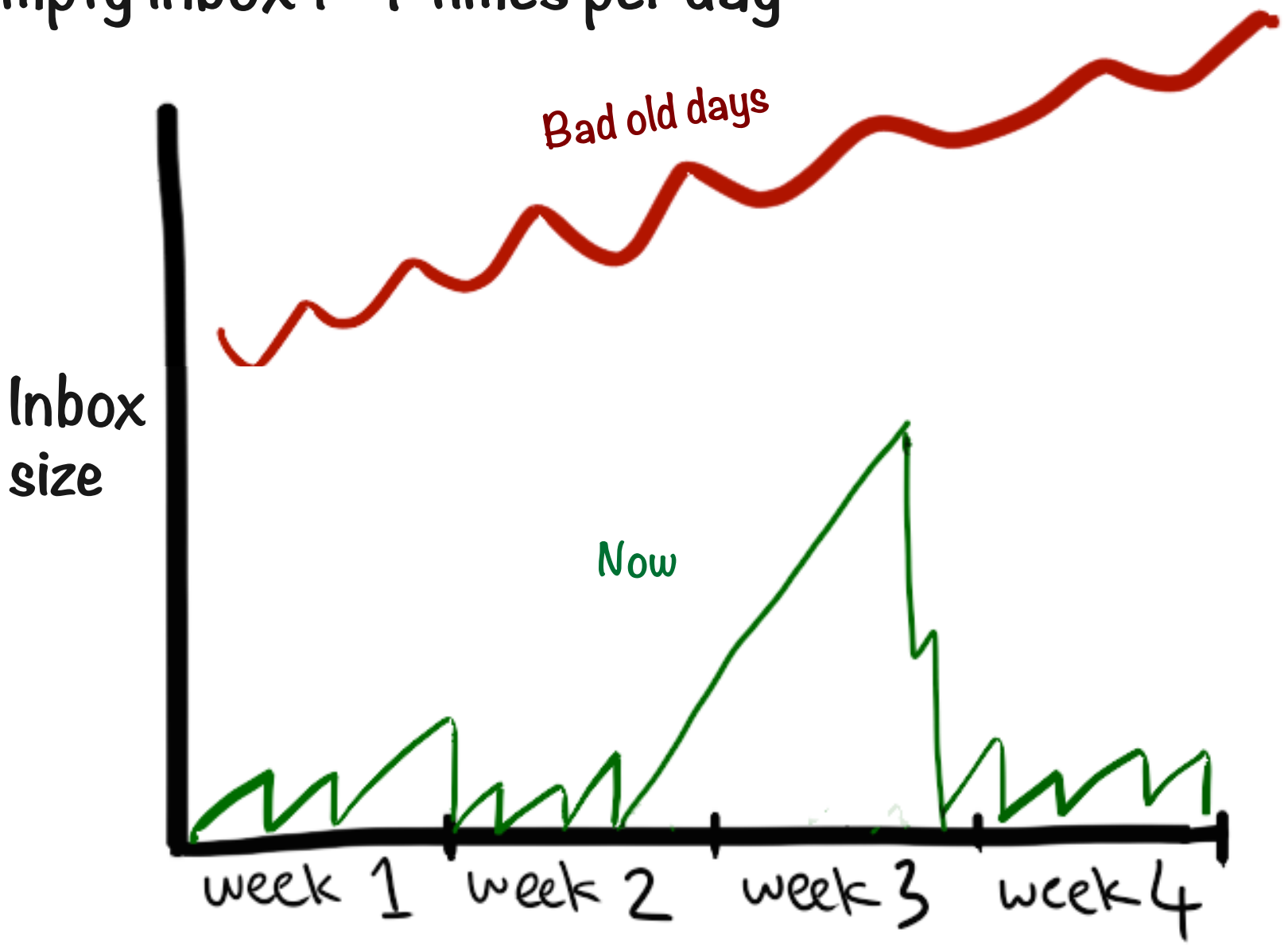
# Learn how to get inbox to zero



# STOP when inbox is clear!
# Don't be an inbox junky!



# Empty inbox 1-4 times per day

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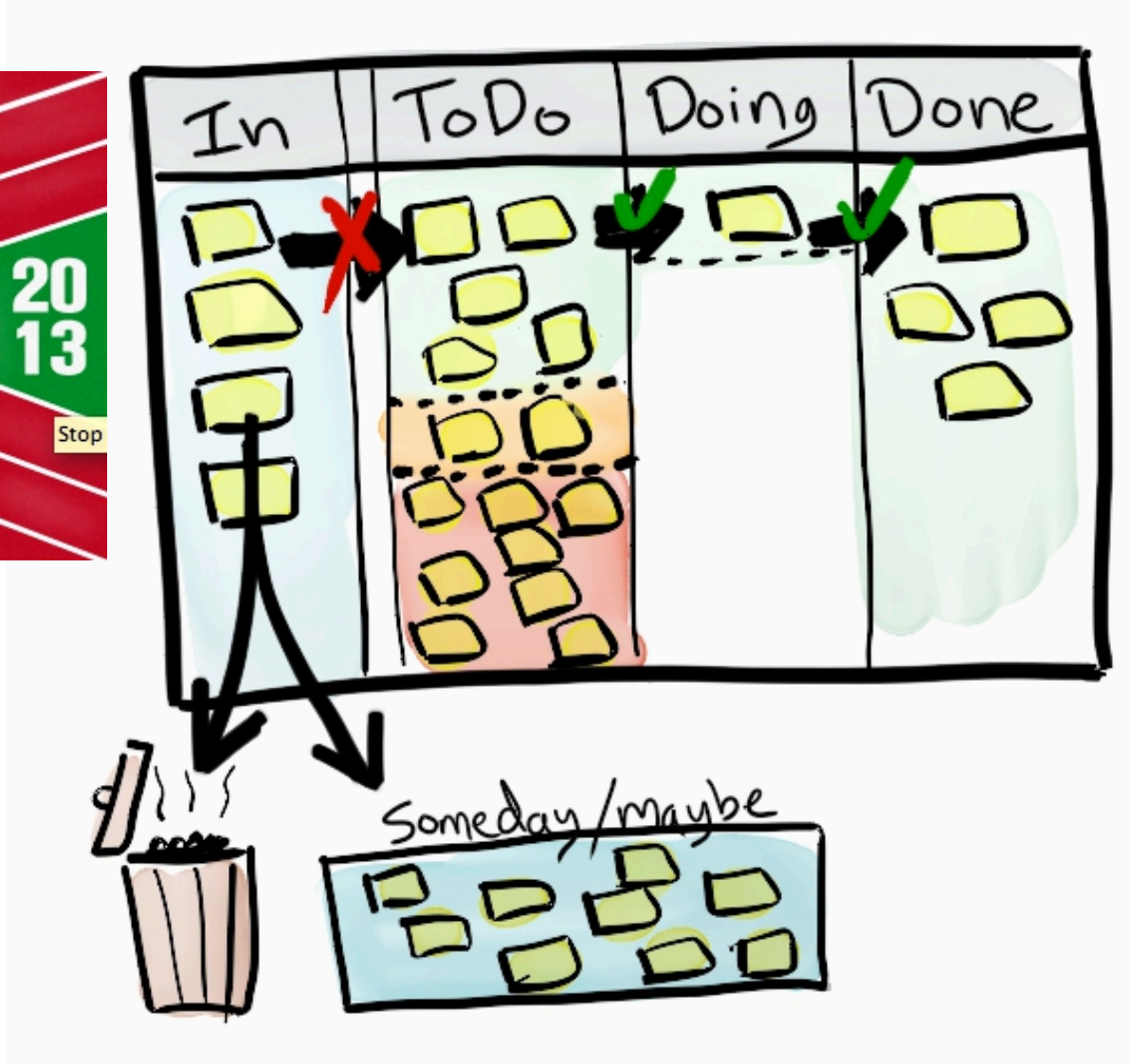
# Too much WIP?

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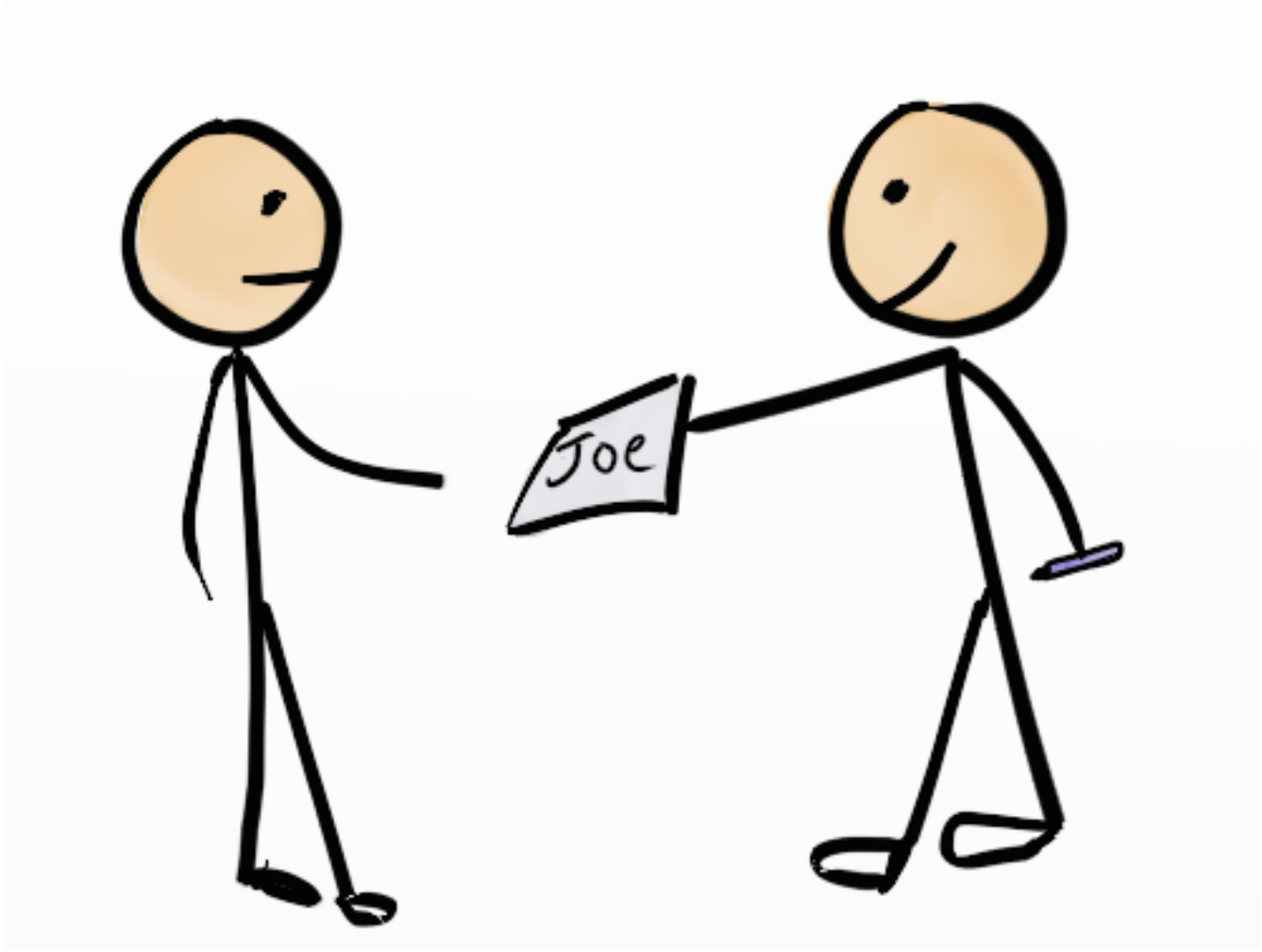
# Chapter 2

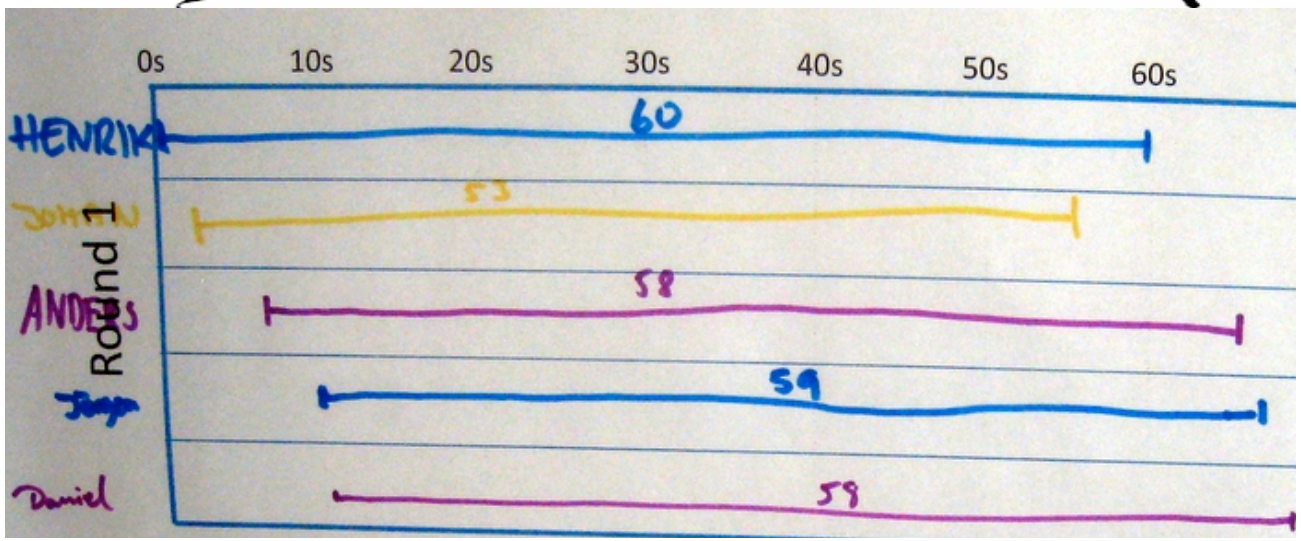
## How long does it take to write a name?




30m

## Writer A
No WIP limit

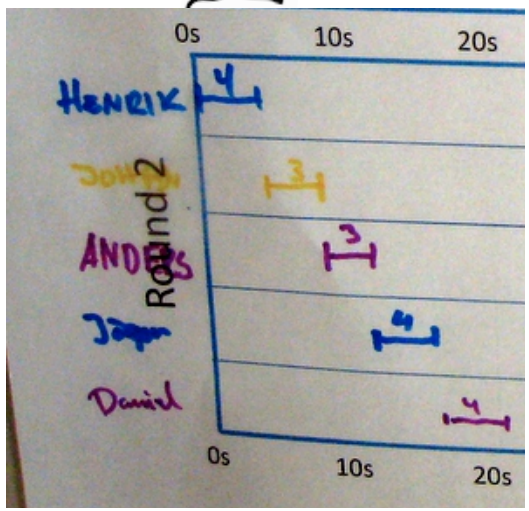
60s per project




70s total

## Writer B
WIP limit = 1

4s per project




20s total

15 times faster!

3.5 times more productive!

# Chapter 3

WIP is everywhere! Learn to see it.

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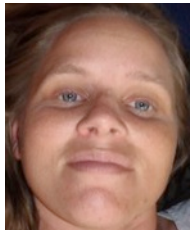

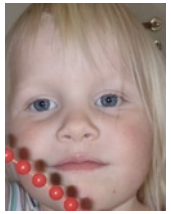
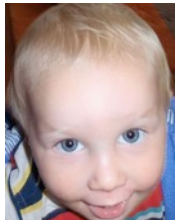

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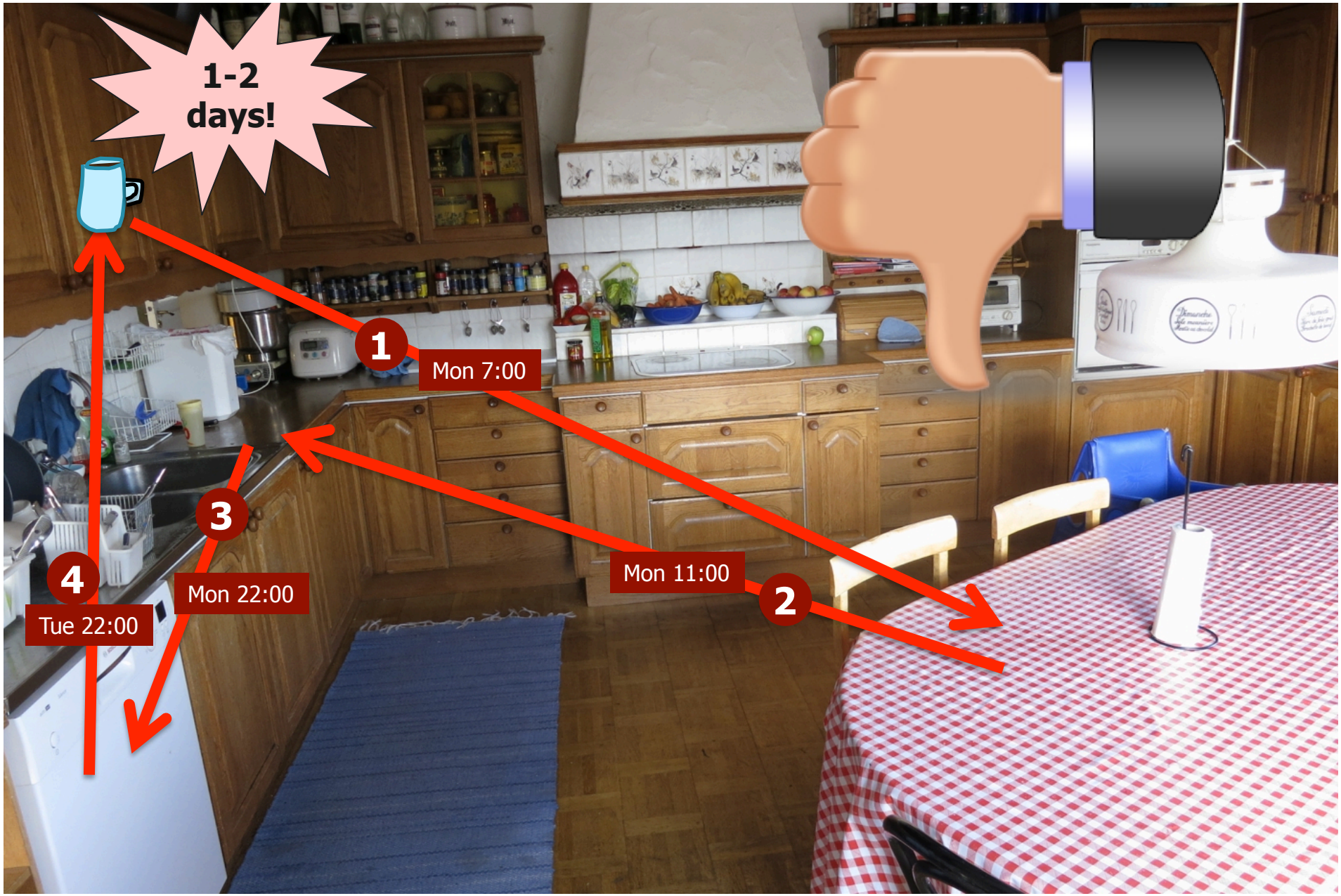
16

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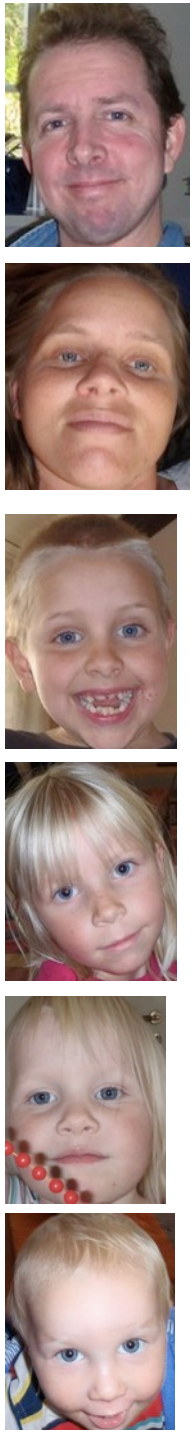
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16

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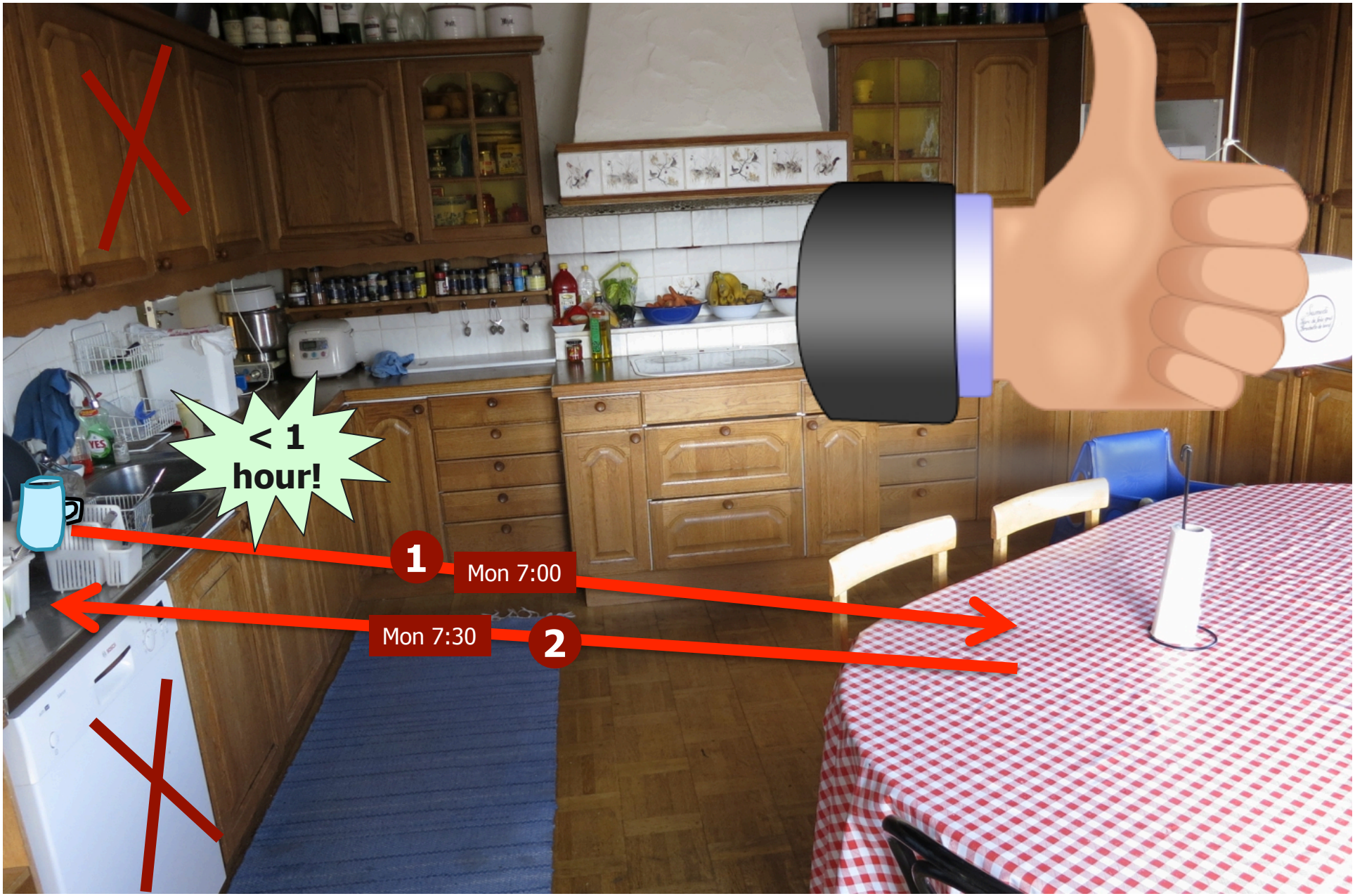


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# Chapter 4

## The art of....

25m

# Practice!

On a count of 3, say:

# “No”

## Practice!

On a count of 3, say:

# "No thanks"

Never say "I don't have time"!

# "I don't have time"

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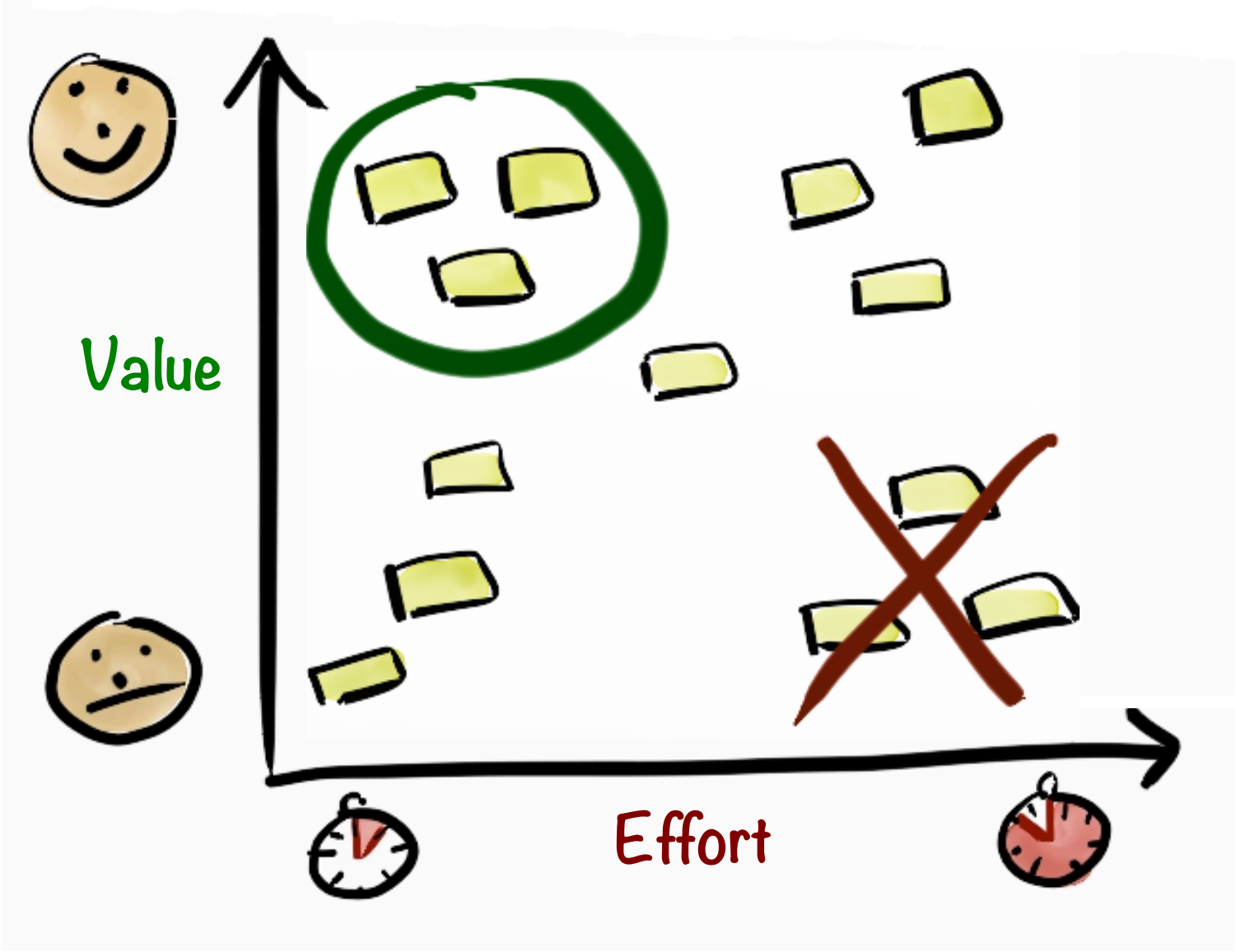
# 80/20 rule

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# Maximize Value, not Output

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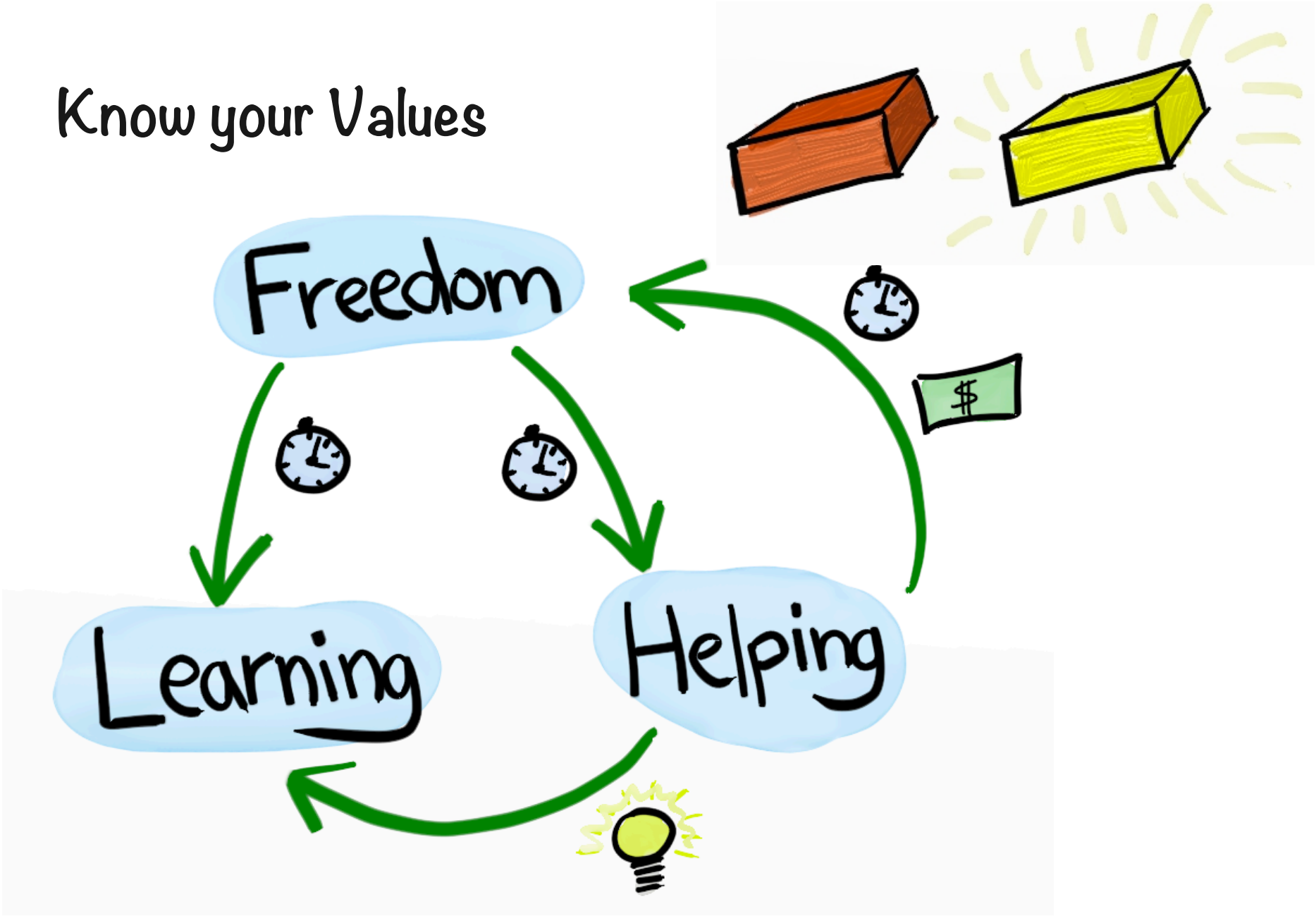
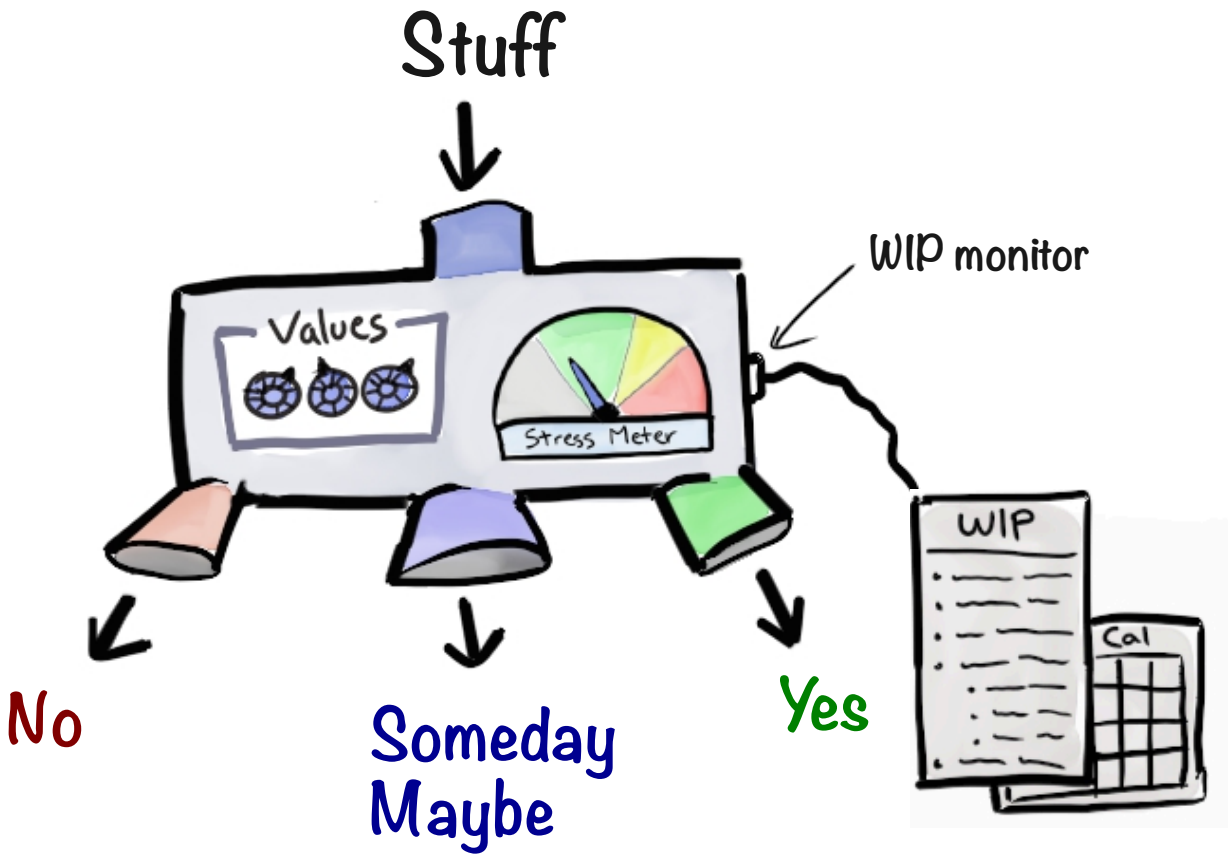
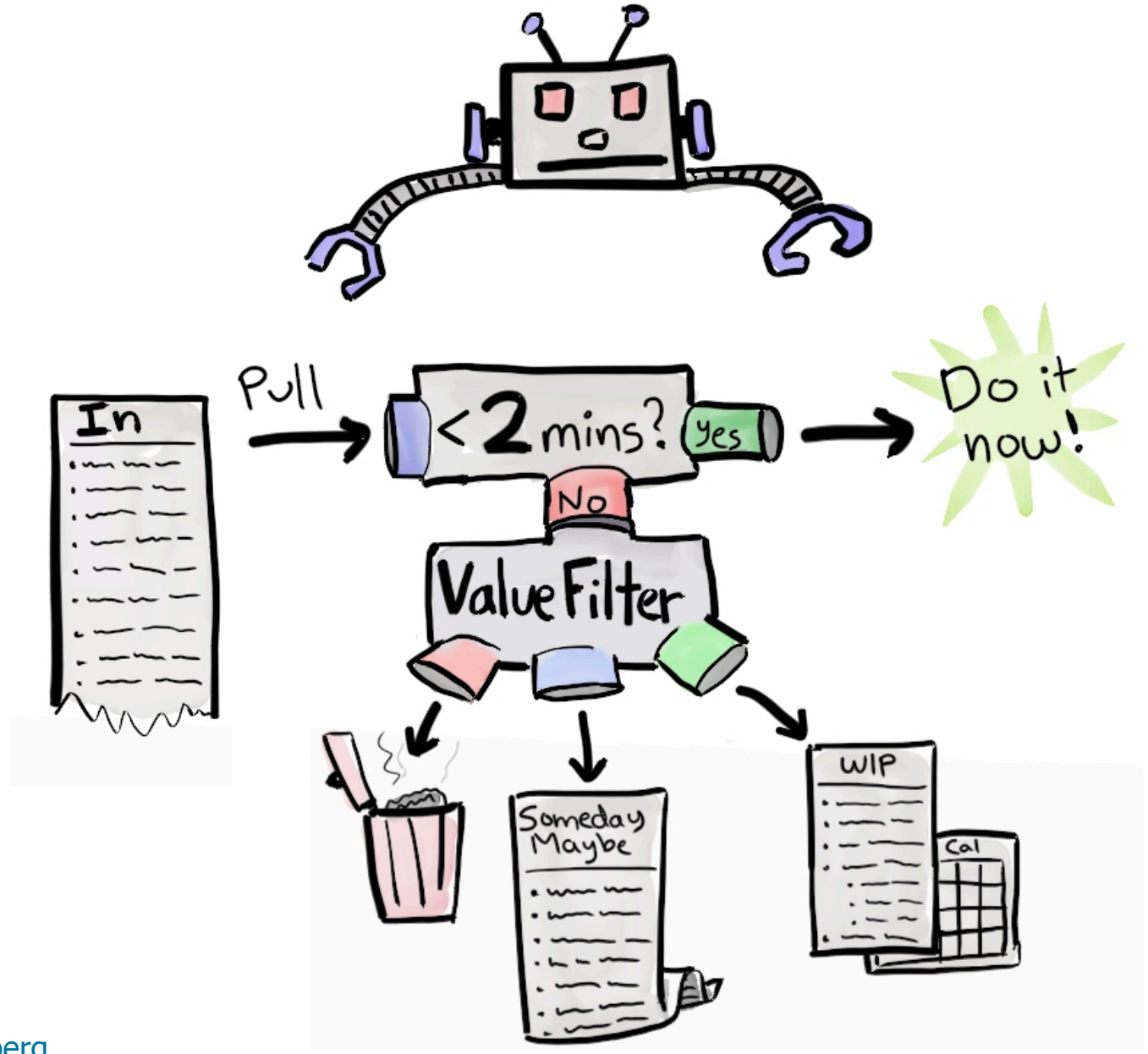
# Know your Values



# Create a value filter

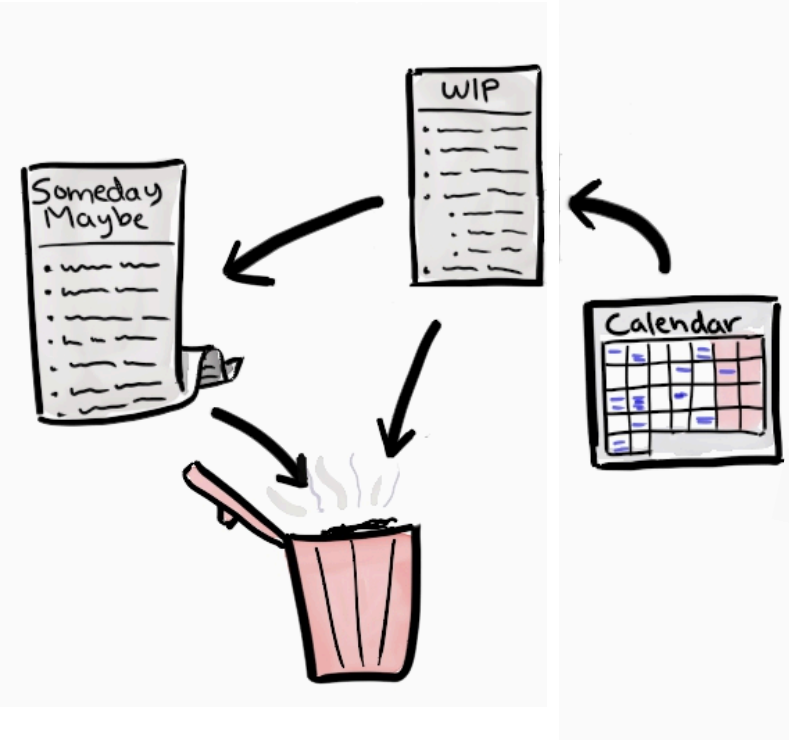


# Install the value filter

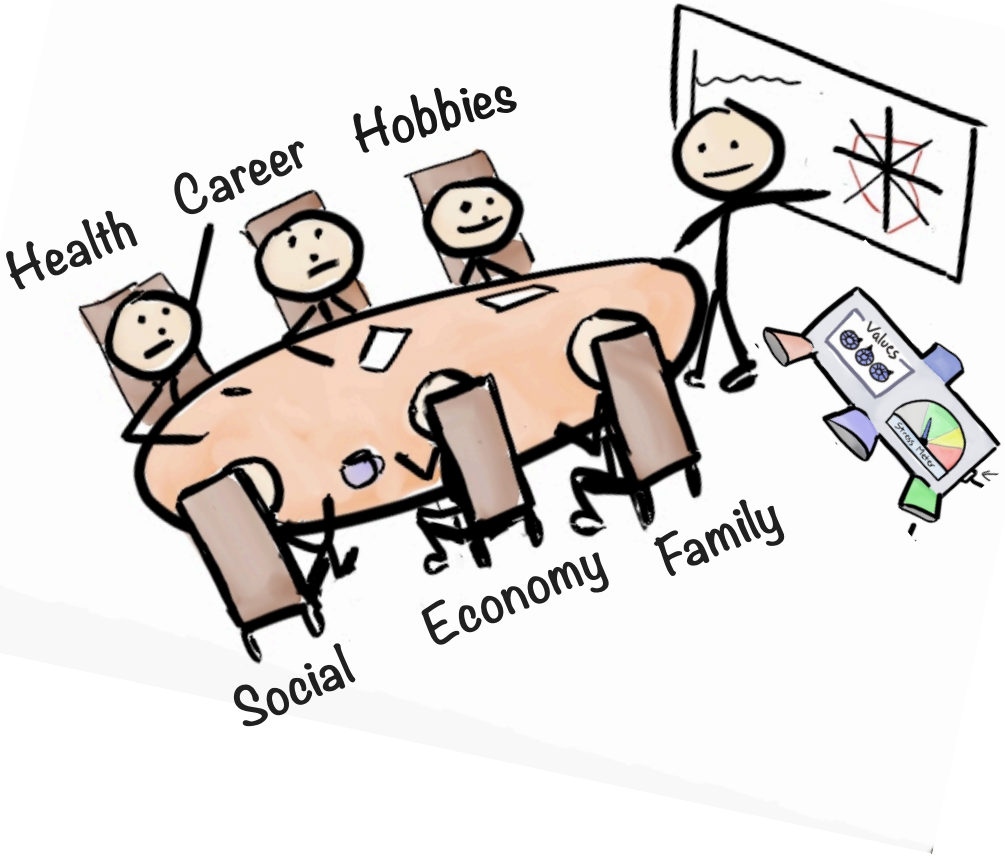


# Schedule time for reflection

## WIP review

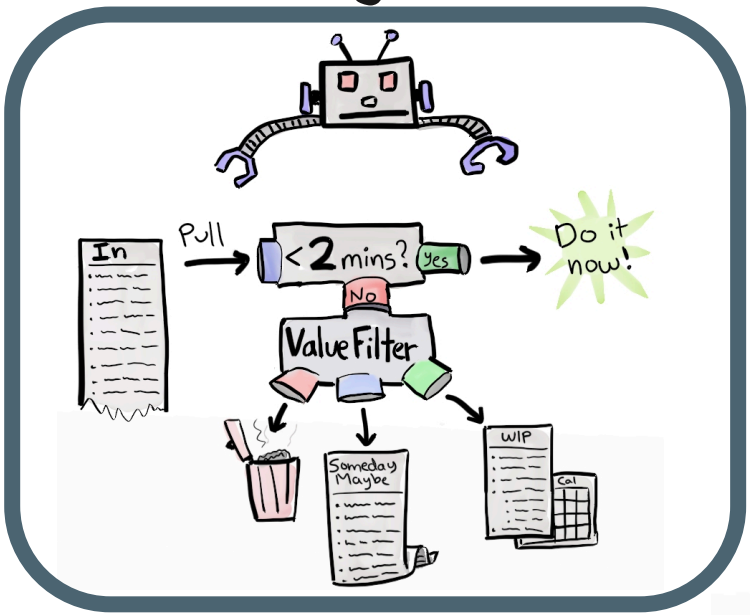



## Personal board meeting

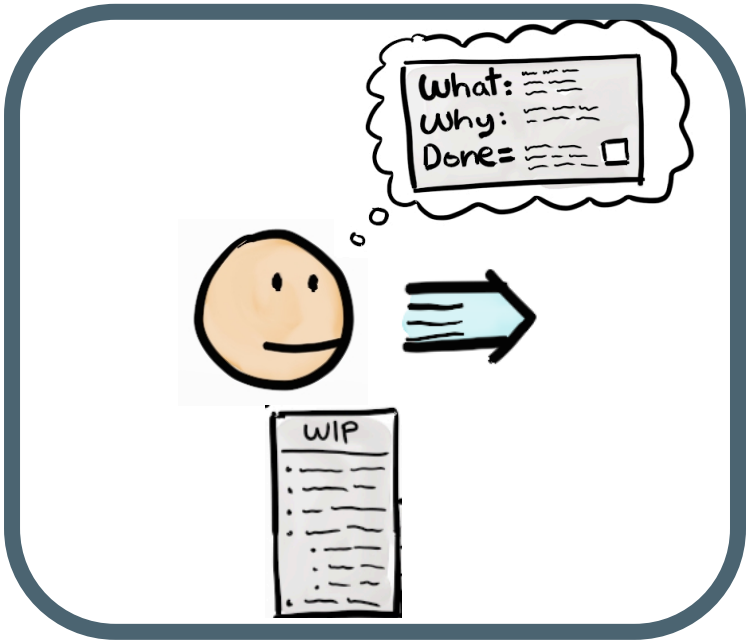


# 4 types of activities

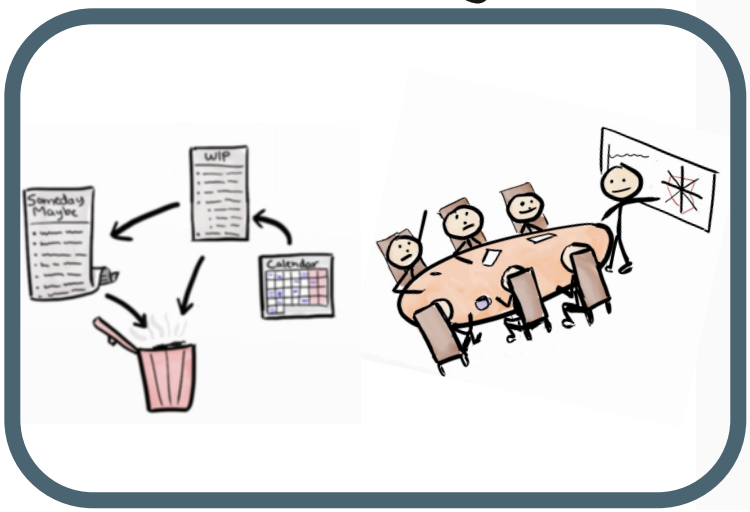
## Clearing inbox



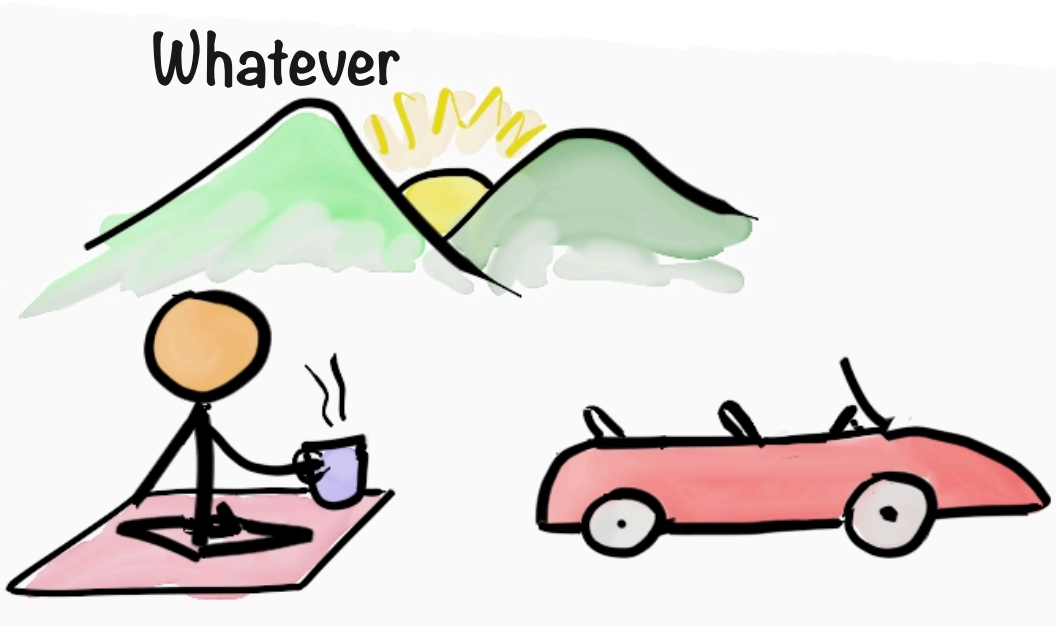

## Getting Stuff Done




## Reflecting




## Whatever



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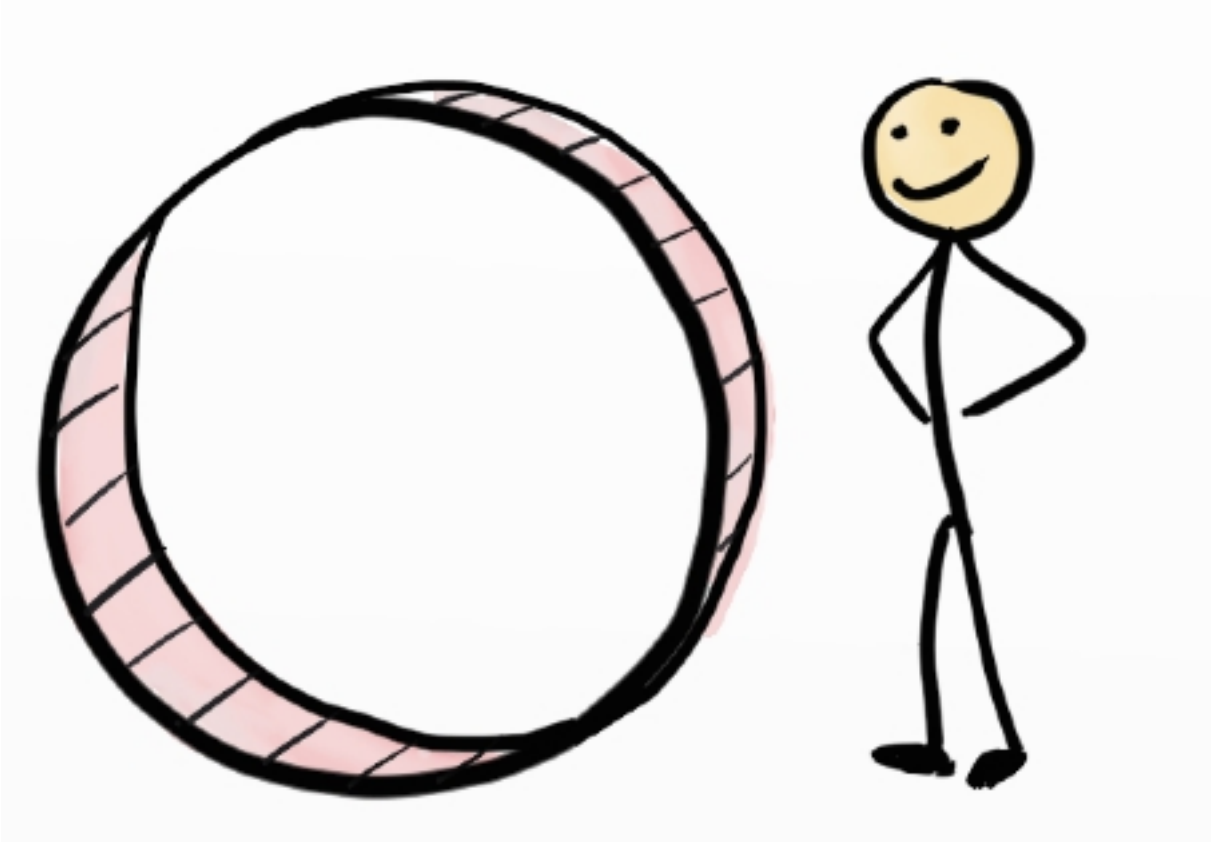
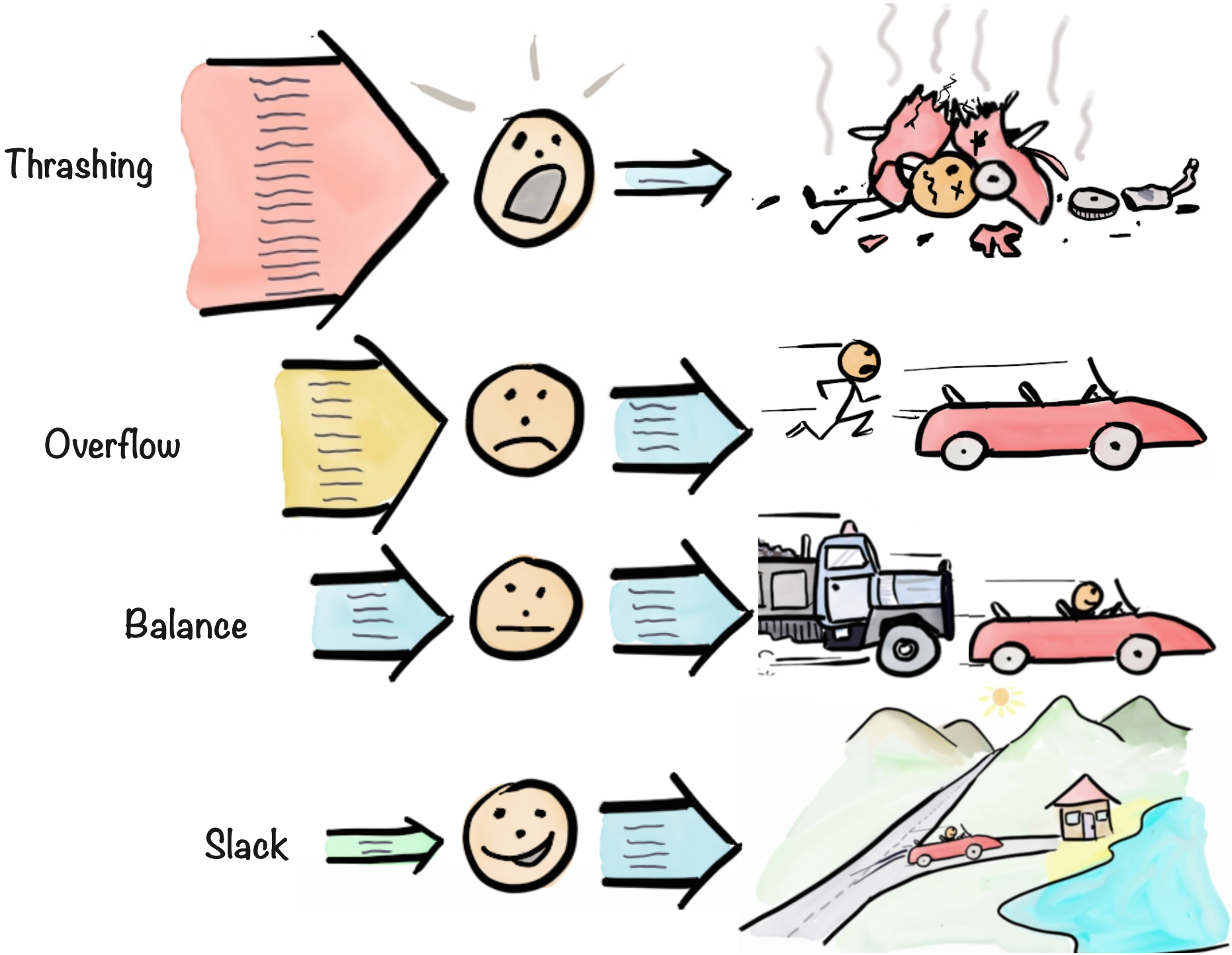
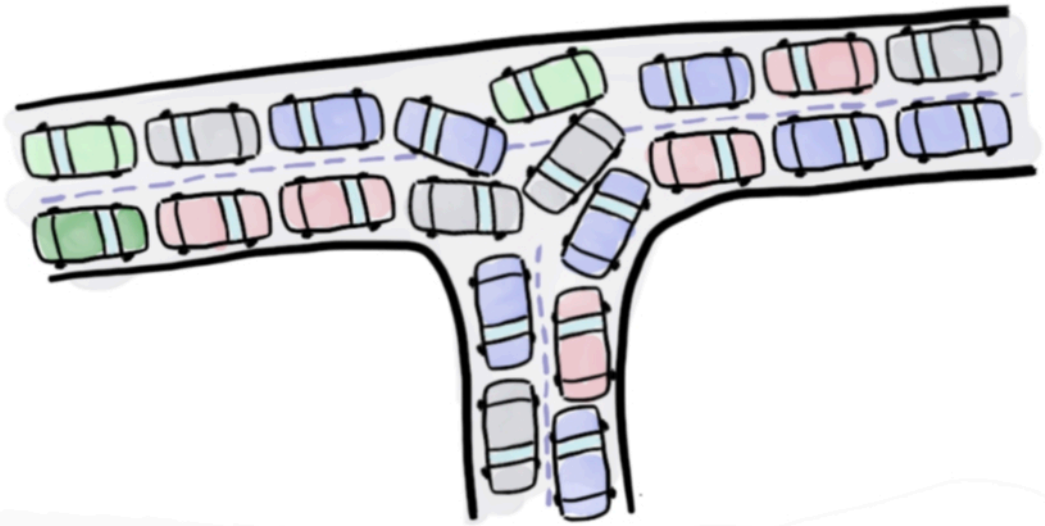
# Chapter 5

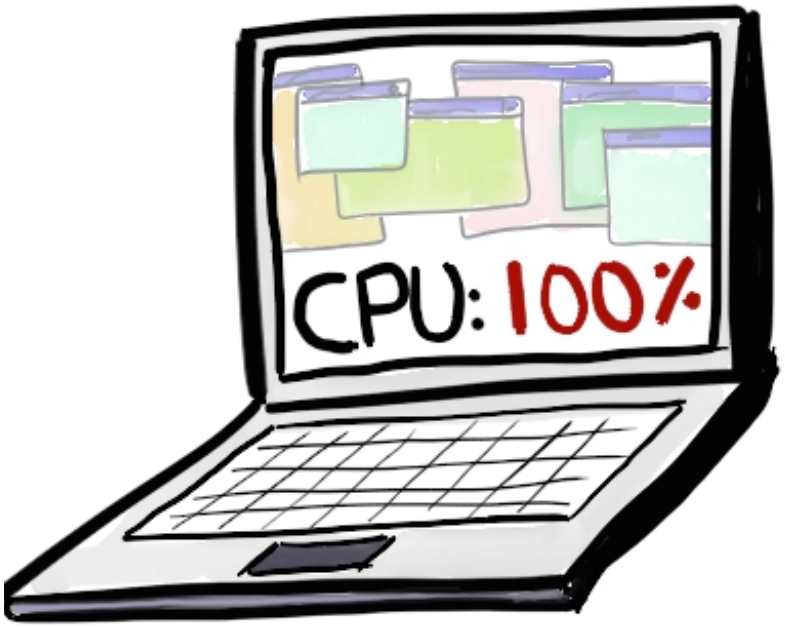
## Get OFF the hamster wheel

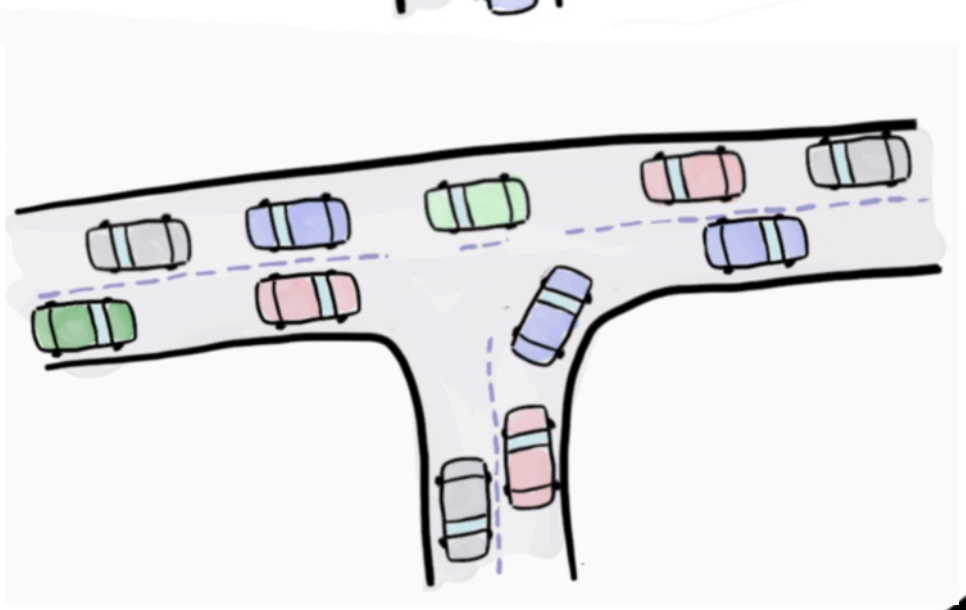


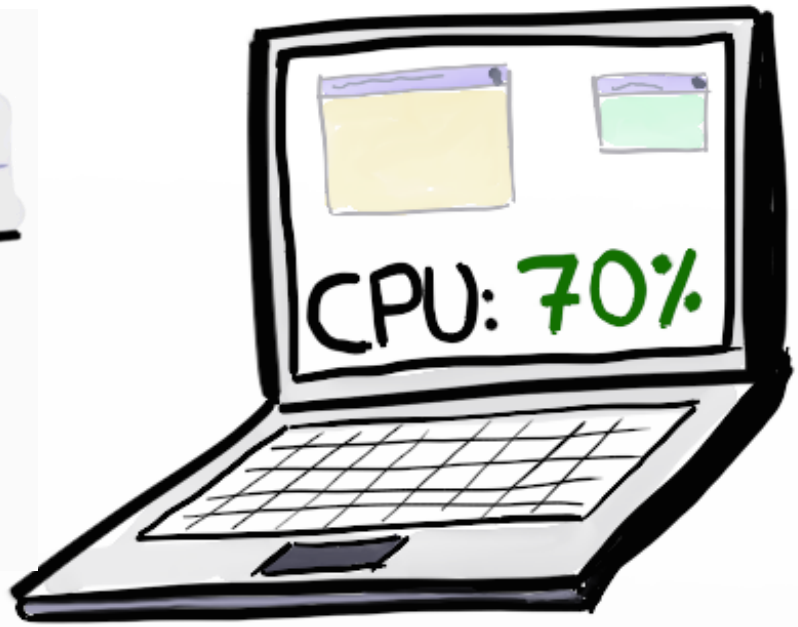

Thrashing
Overflow
Balance
Slack

# Slack





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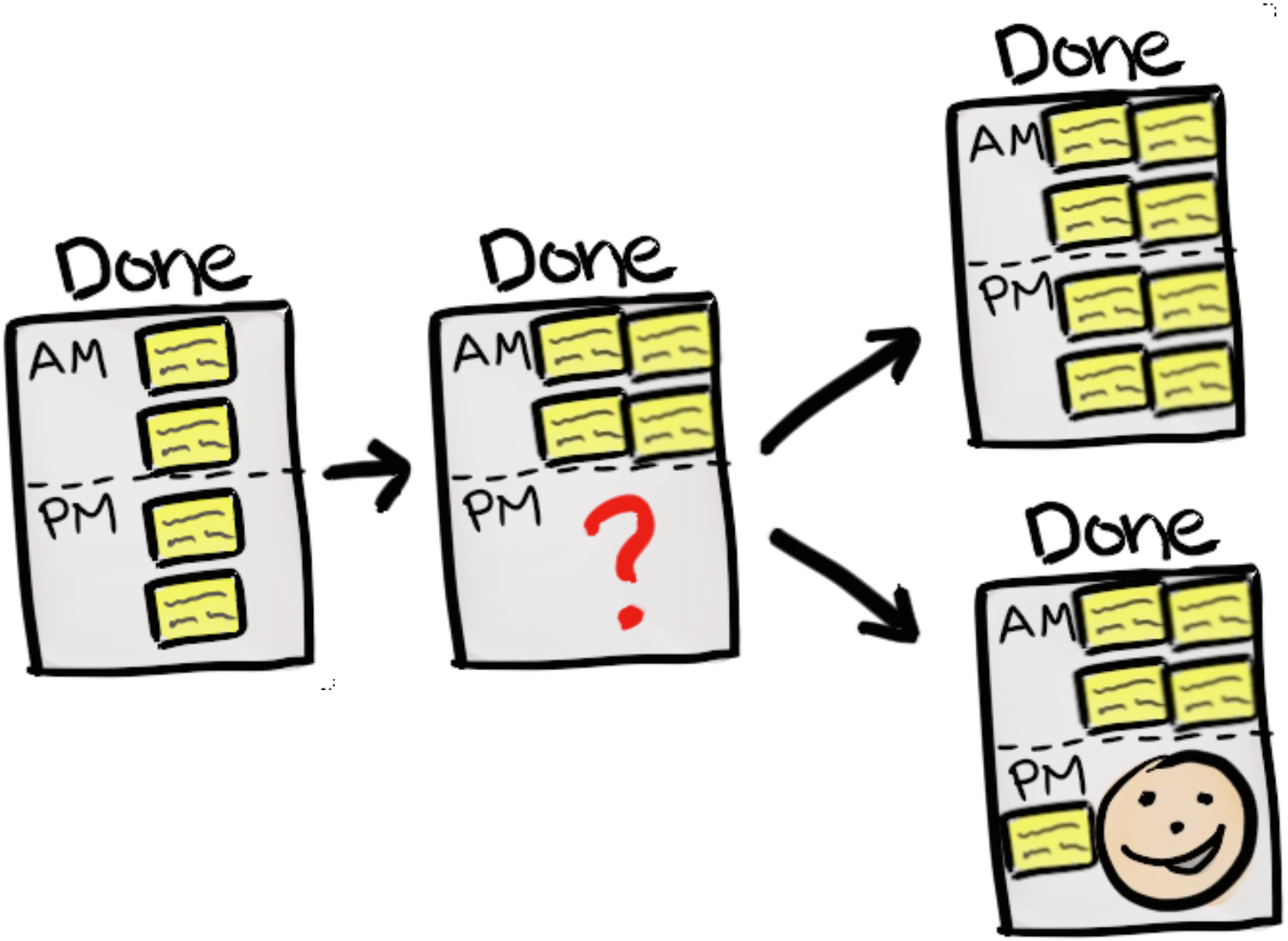


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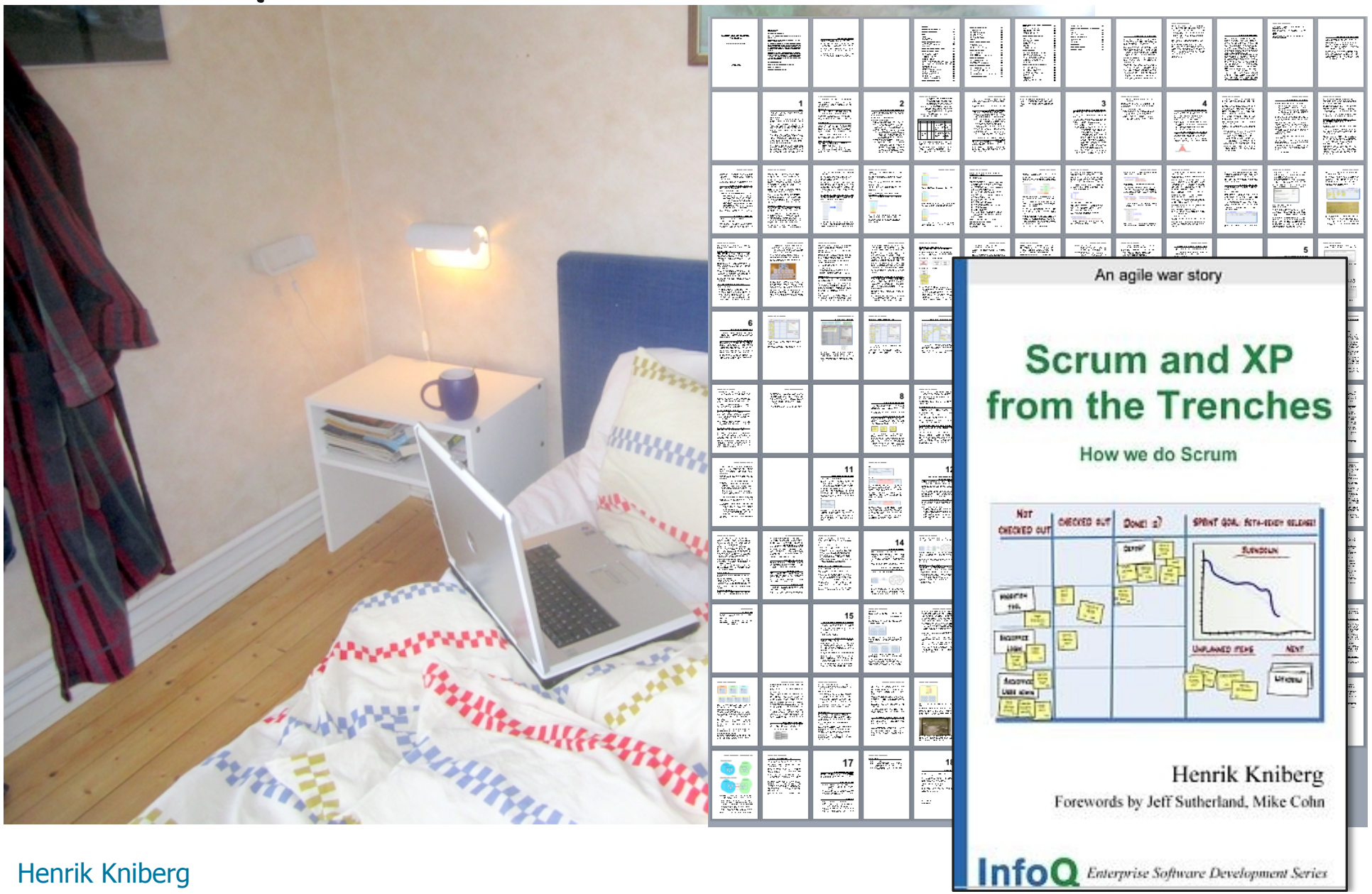
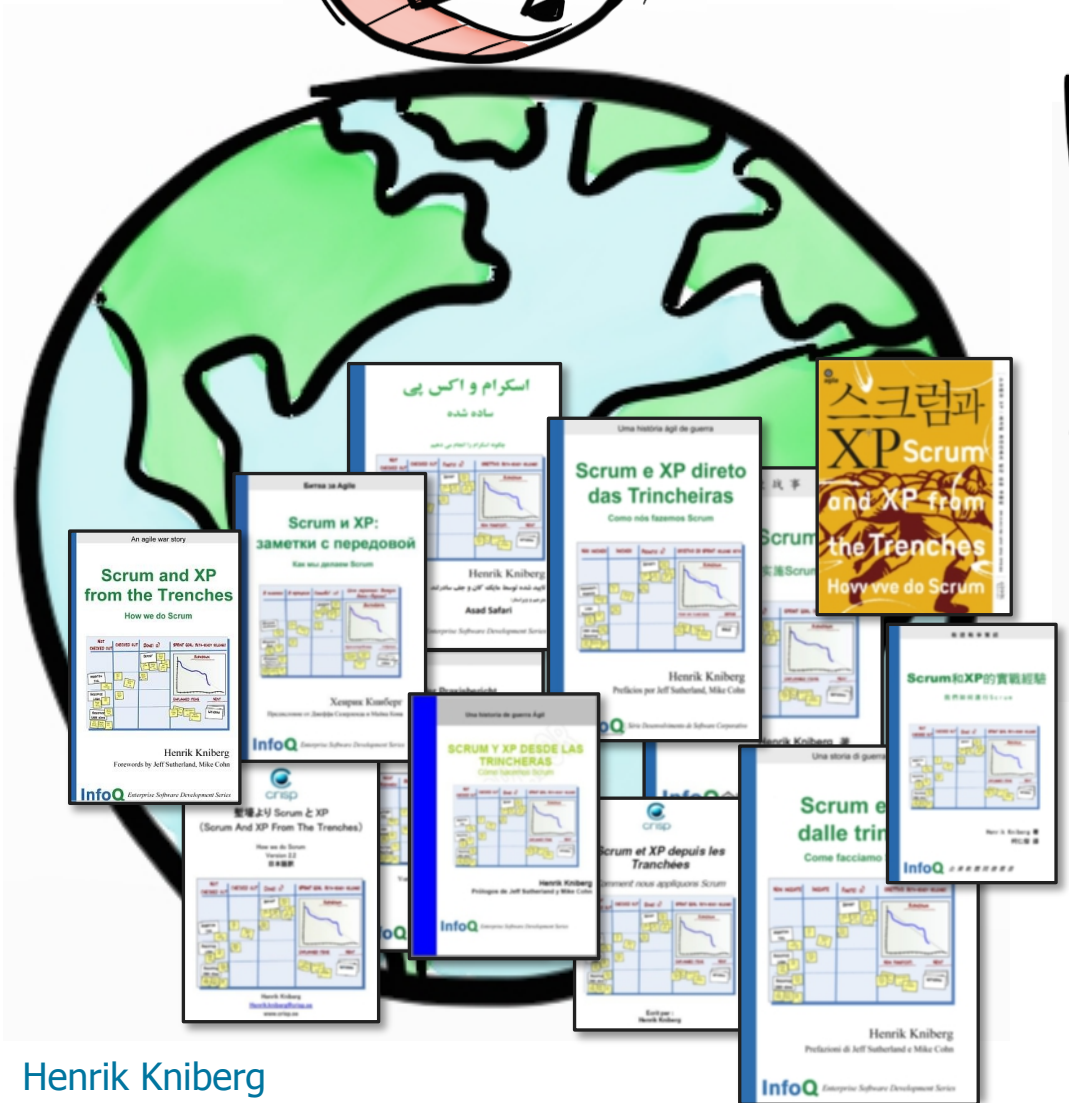
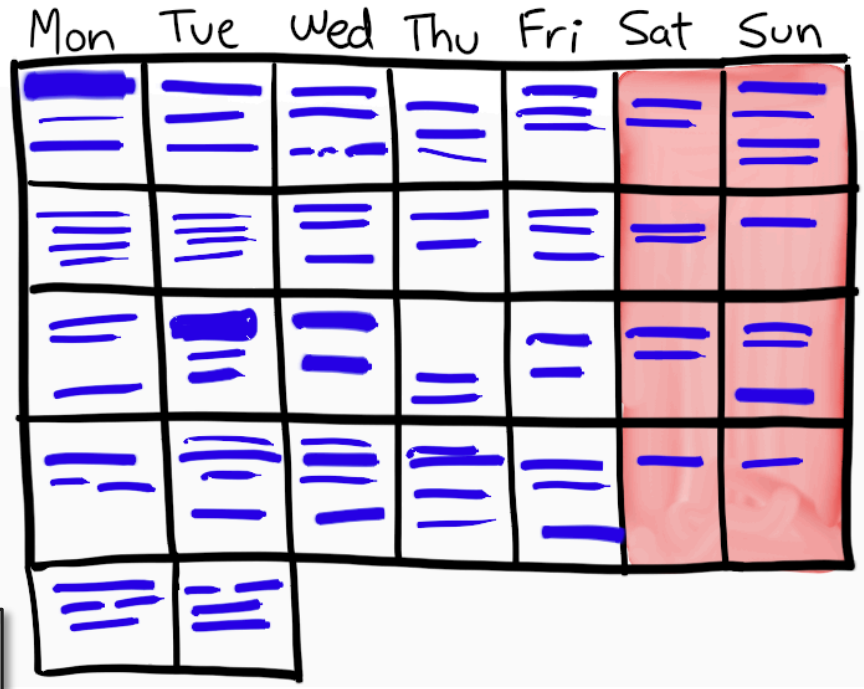
# Once upon a weekend

Nov 10-12, 2006



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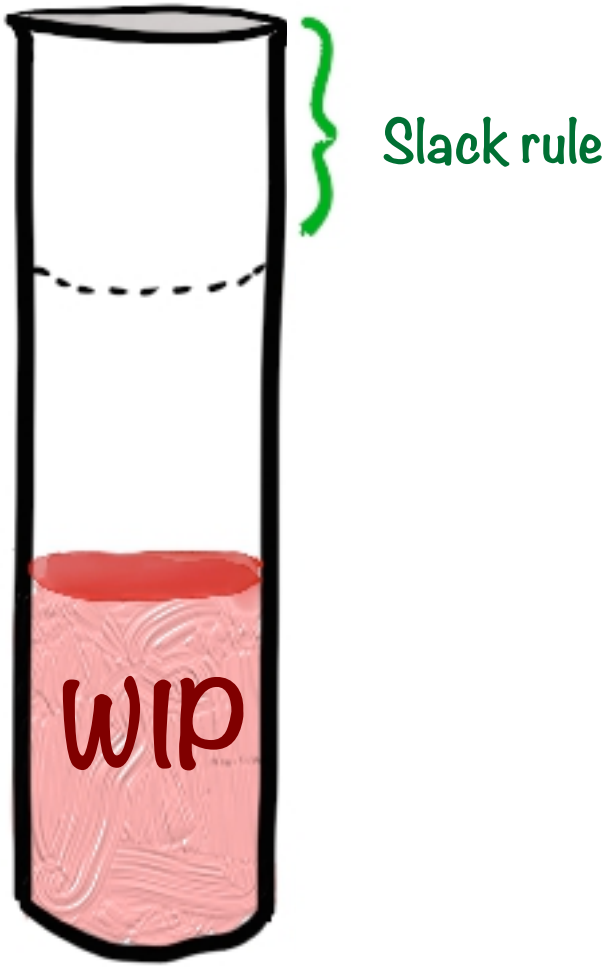
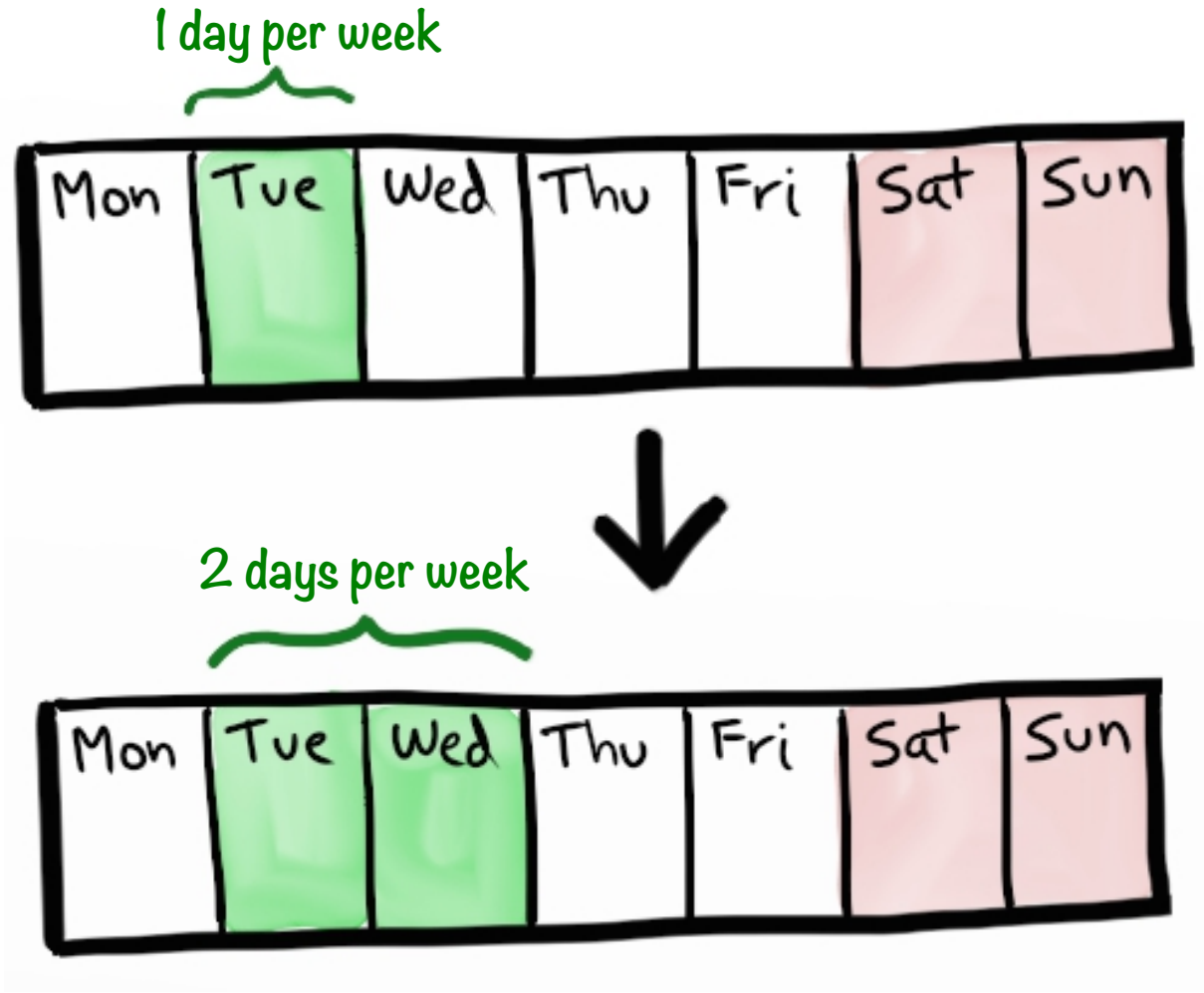
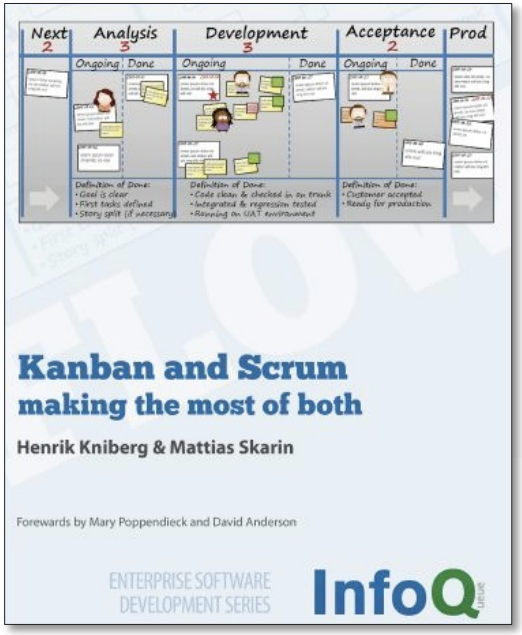
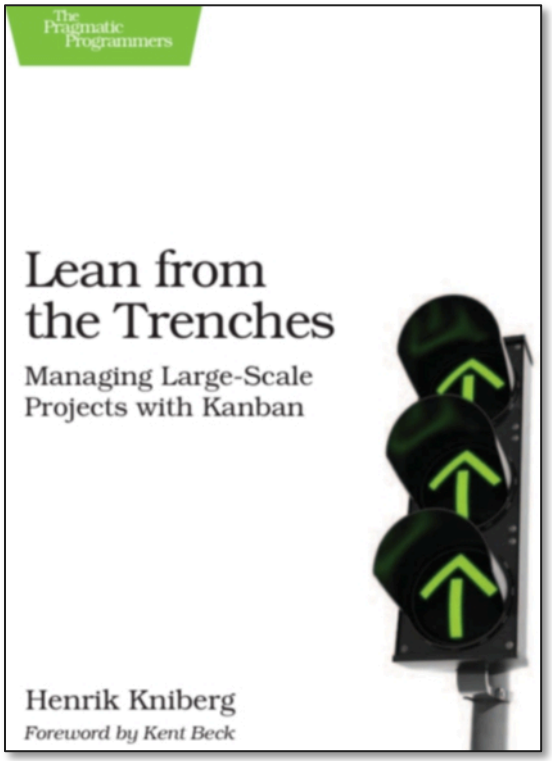
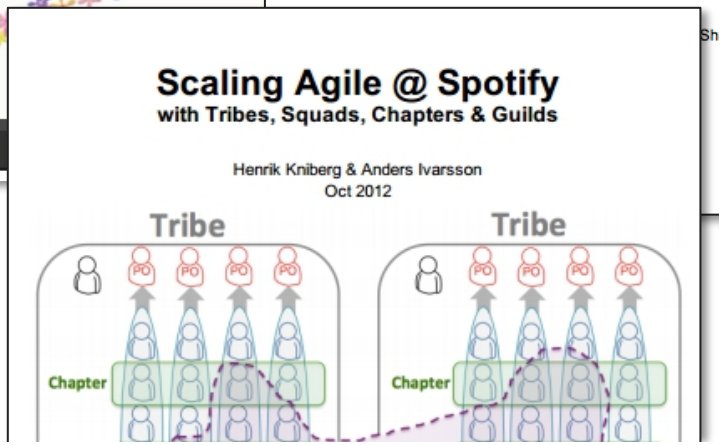
# Slack rule


Slack rule
WIP


1 day per week
Mon
Tue
Wed
Thu
Fri
Sat
Sun
2 days per week
Mon
Tue
Wed
Thu
Fri
Sat
Sun







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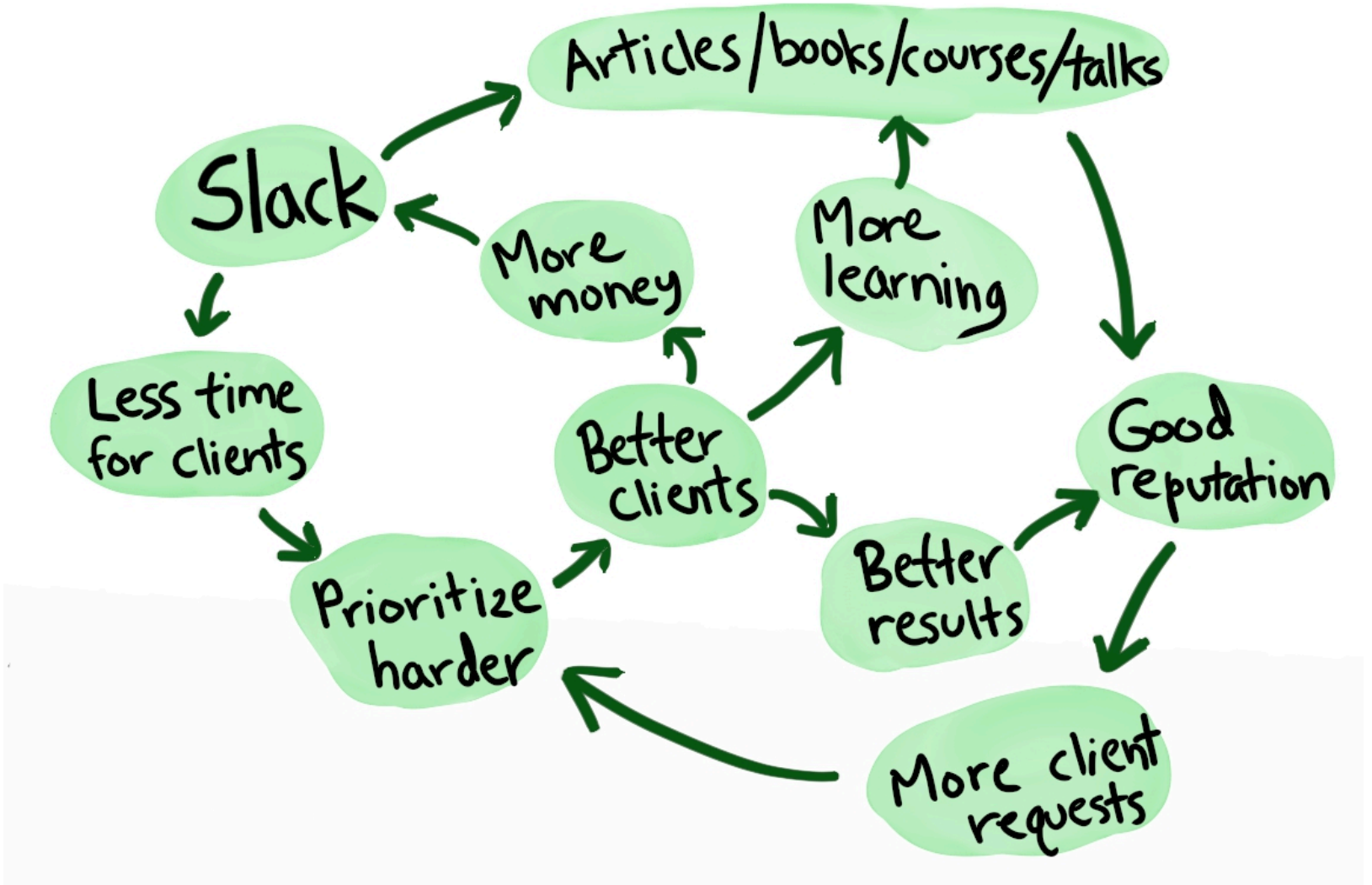
# Slack fueled a positive feedback loop!

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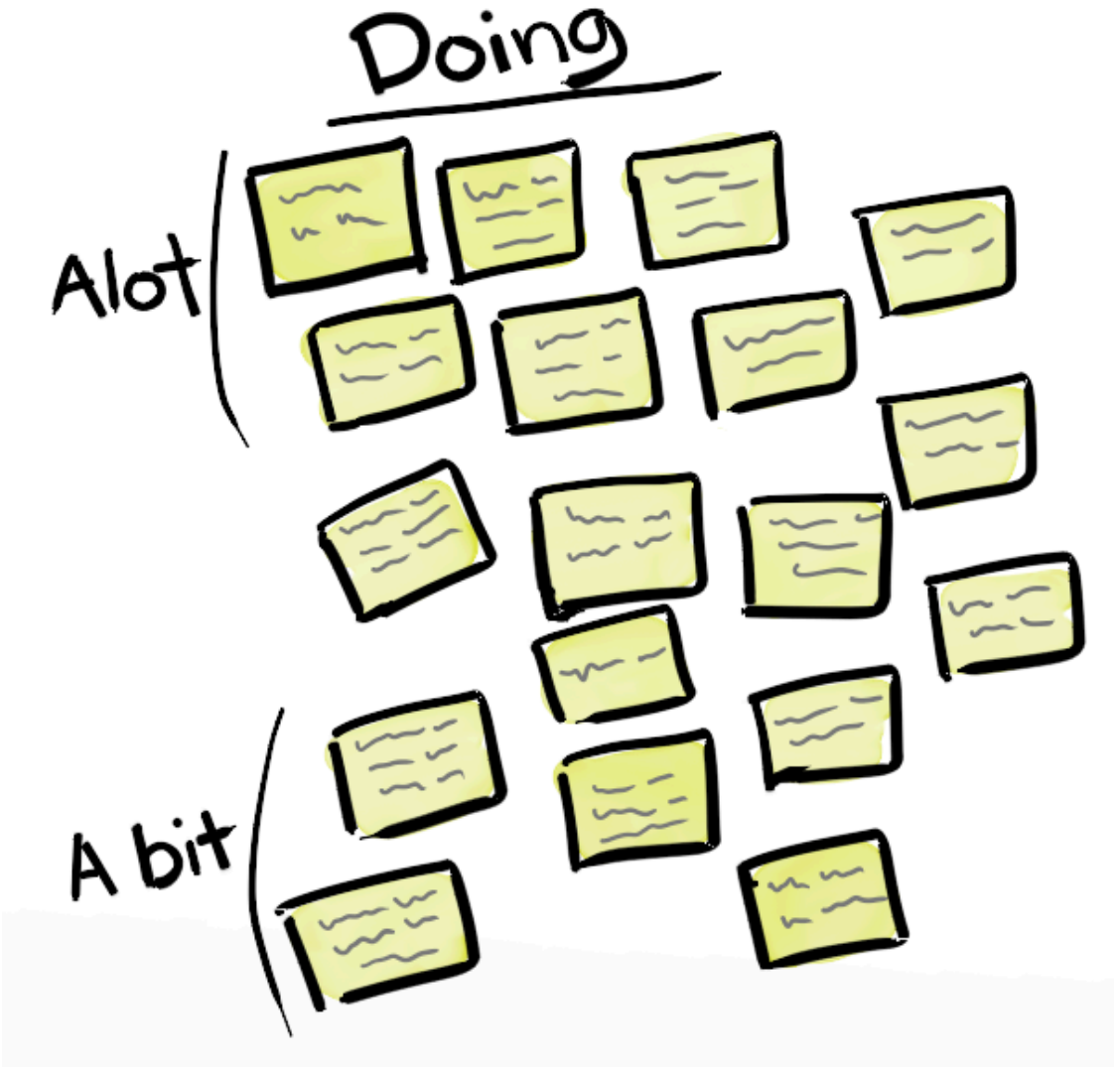
# Chapter 6

# Where do you want to be?

12m

# How do you spend your time?

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# How do you WANT spend your time?

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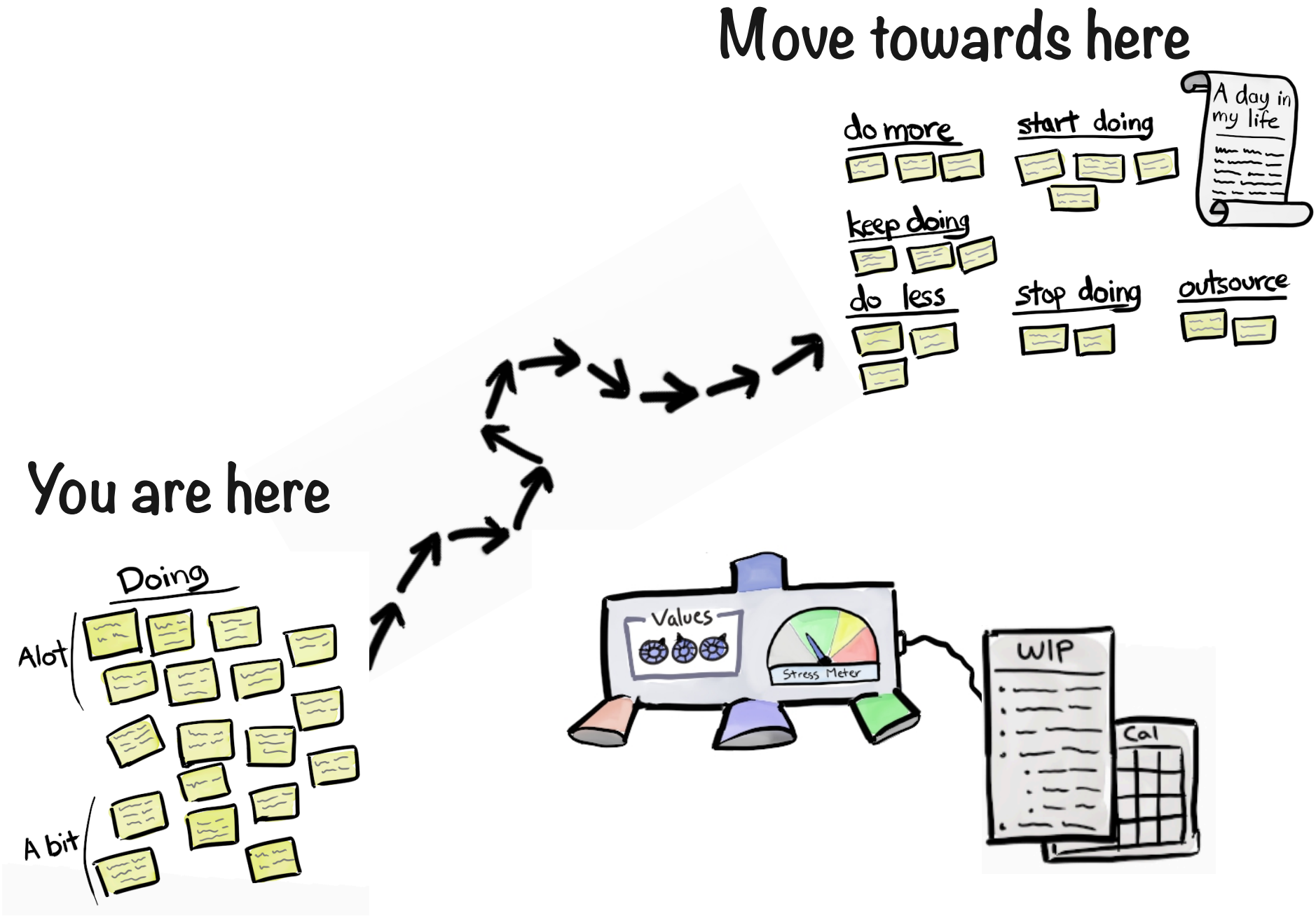


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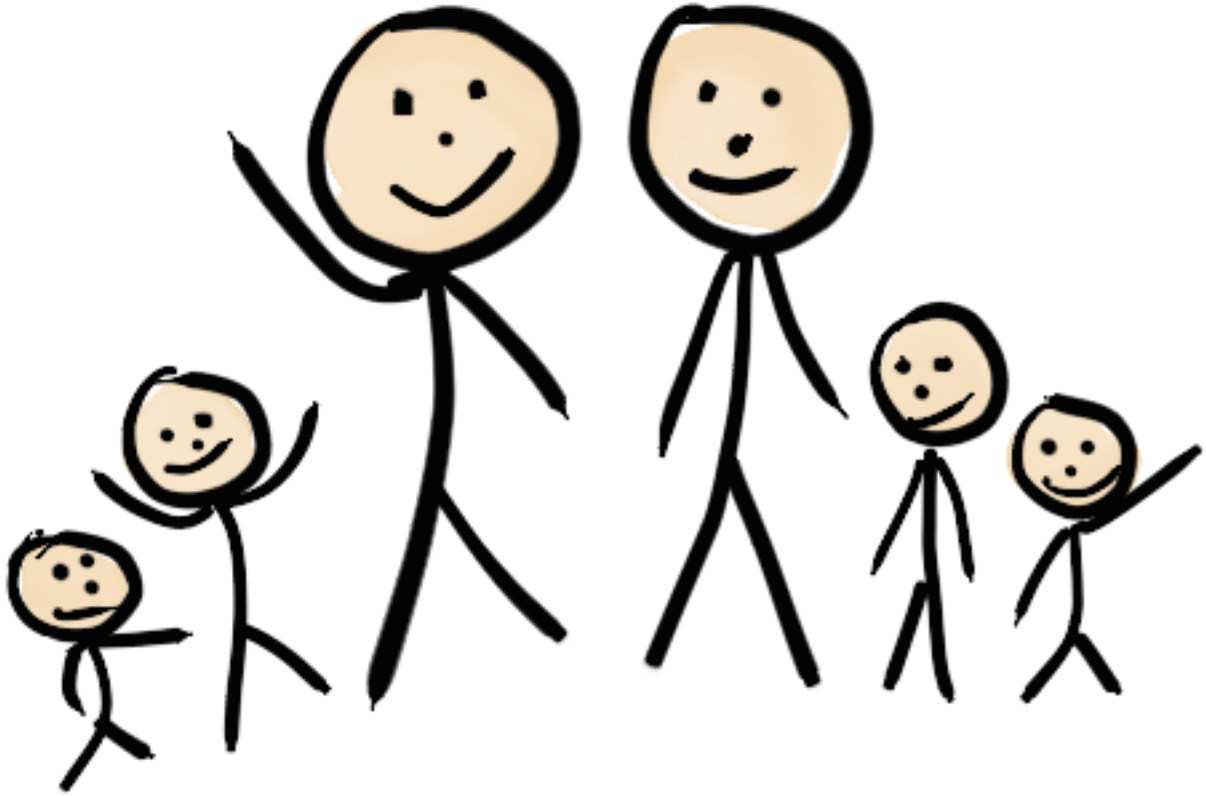
# Chapter 7

## A personal story...



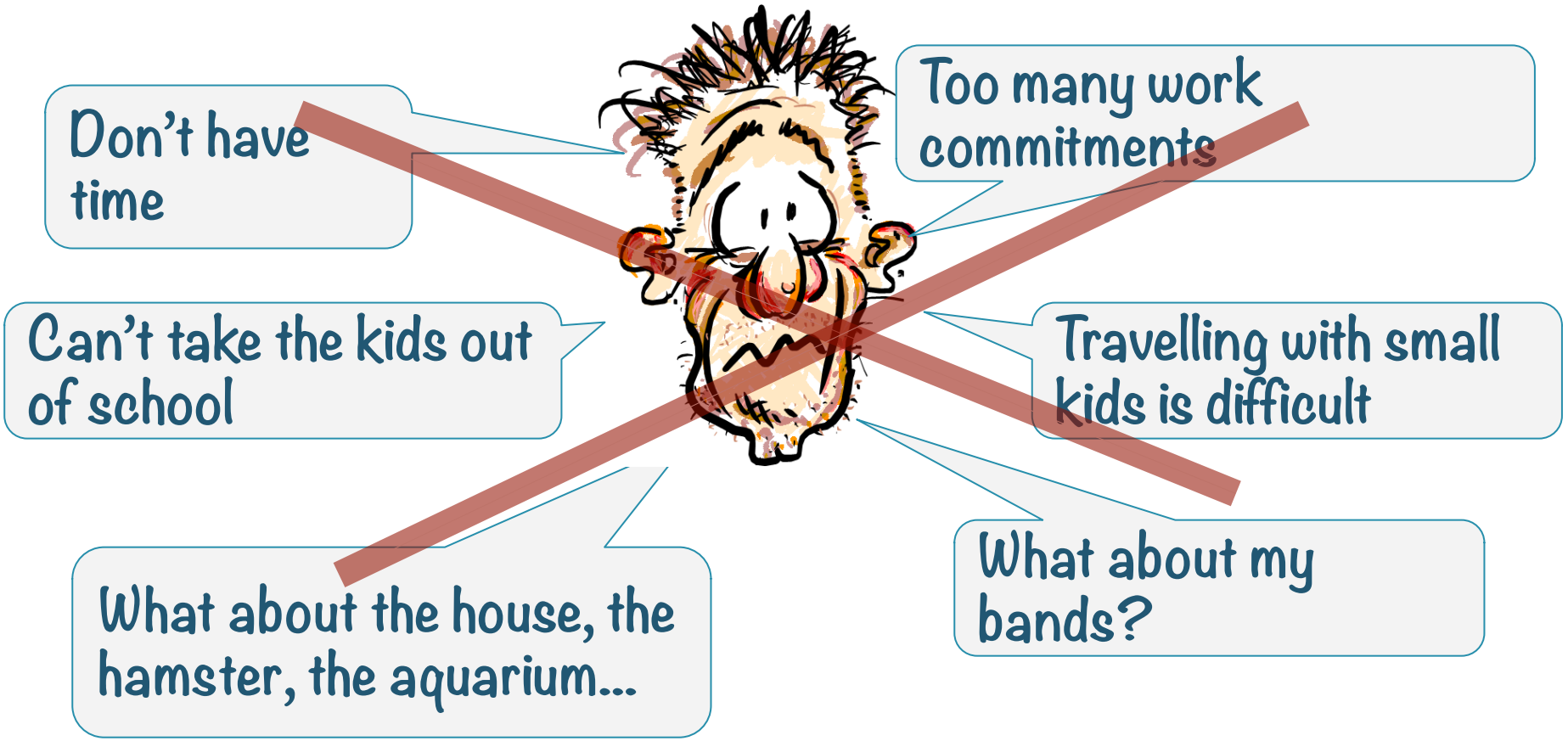
9m

# Dilemma – Dec 2010

# If you could do whatever you want, what would you do?

6 month round-the-world family trip!
Wouldn't that be cool?

# But we can't, because...



# ~~We can't because...~~
# What would it take to make this happen?

Agreement from the family

A date constraint

Less work

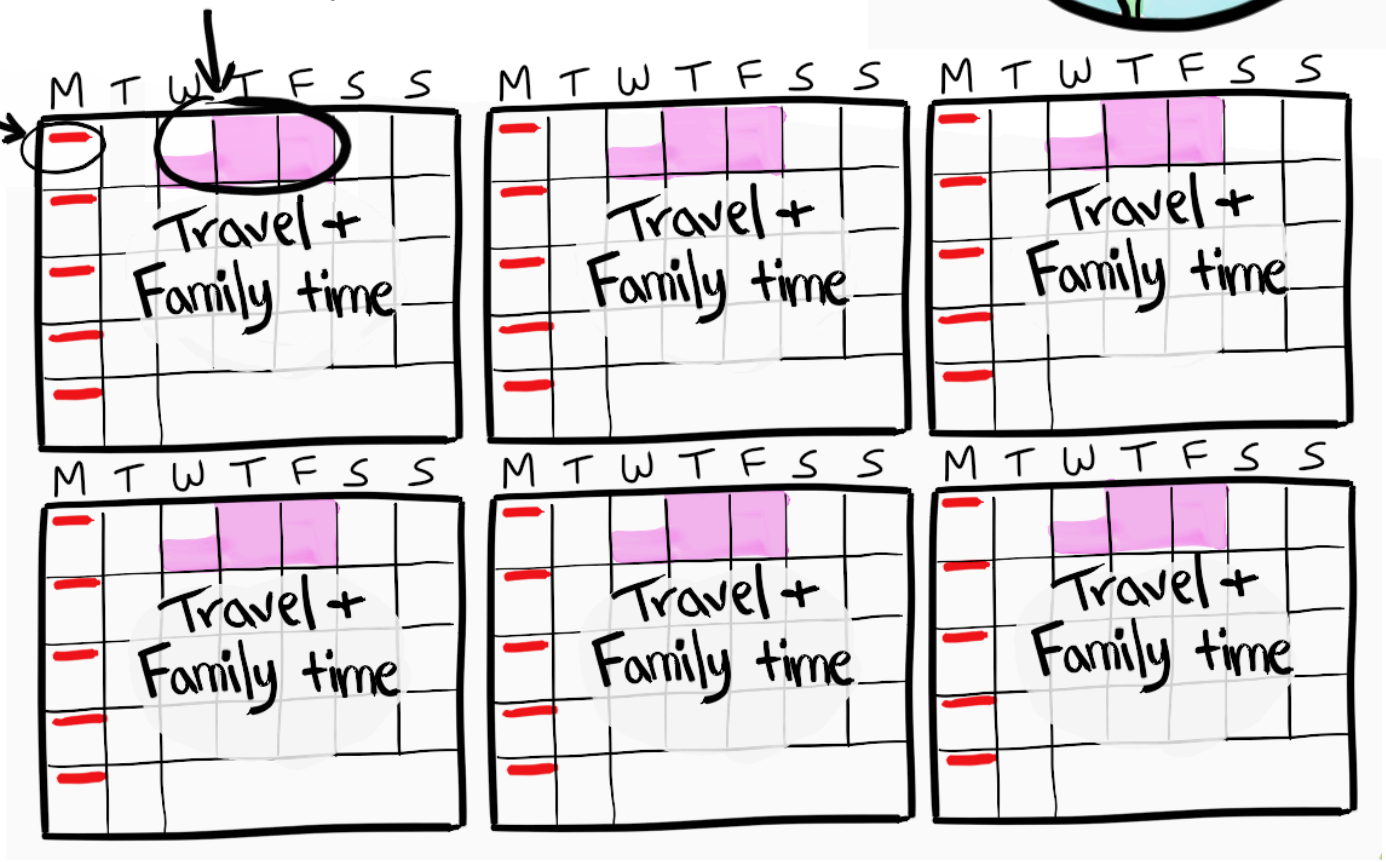
On-the-road schooling

...

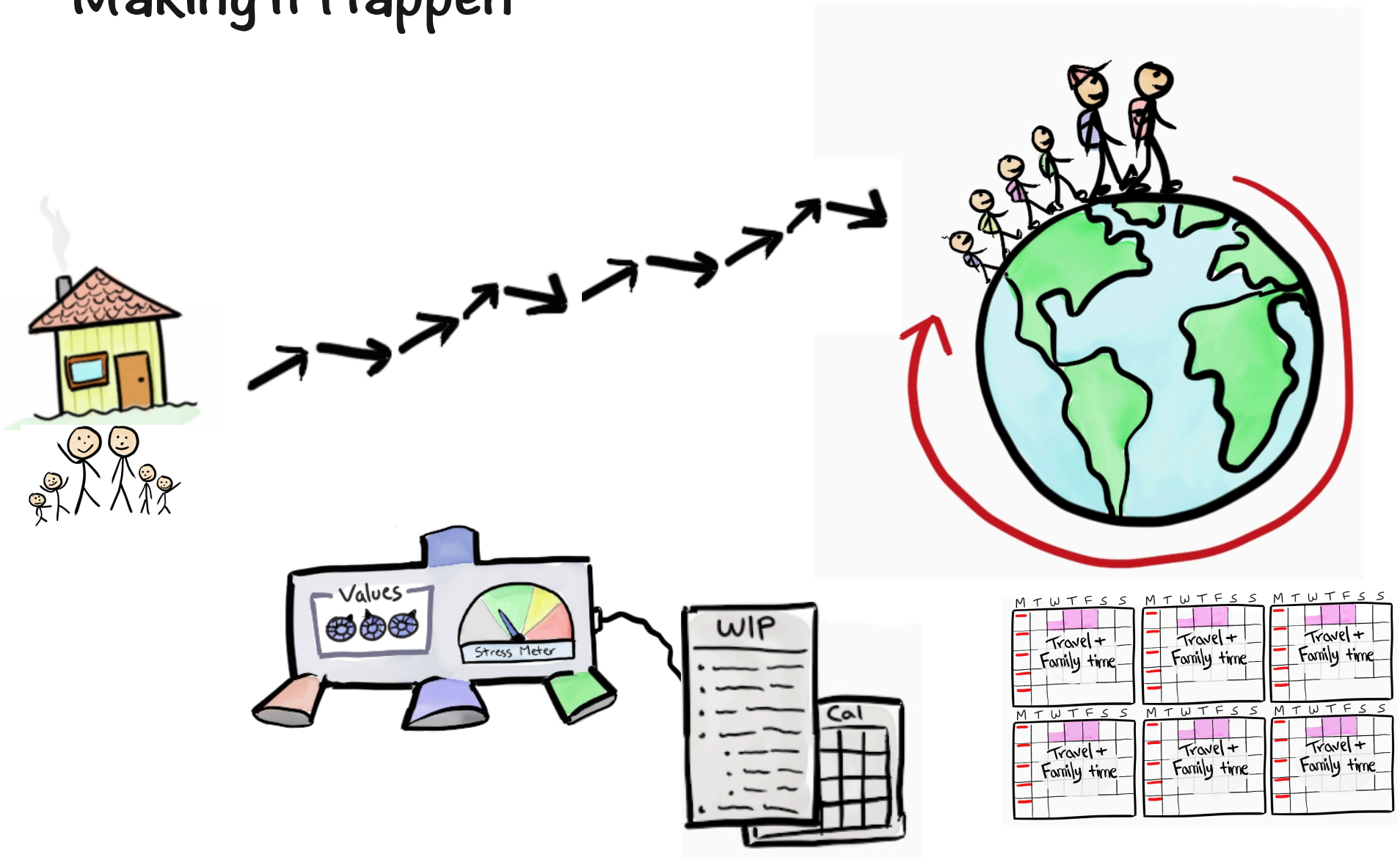
# Vision: Big Family Trip

Coaching/teaching
2-3 days per month

Email
1-2 hours
per week

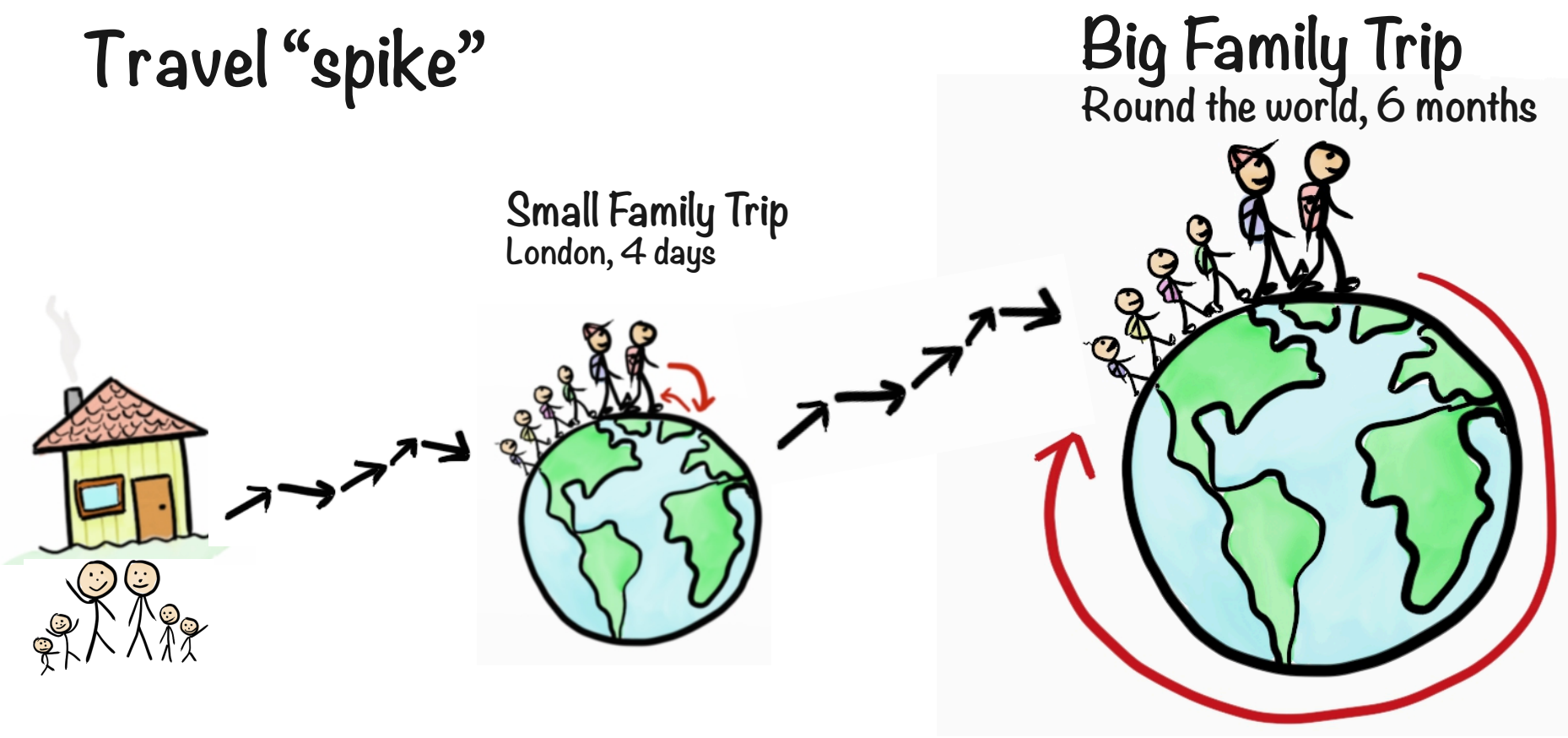


# Making it Happen



Departure Date: Oct 1
Preparations
Must Do
Should Do
Could Do
Motive
Vision
Drömmar
Att göra
Nästa
Pågående
Klart!

# Travel "spike"

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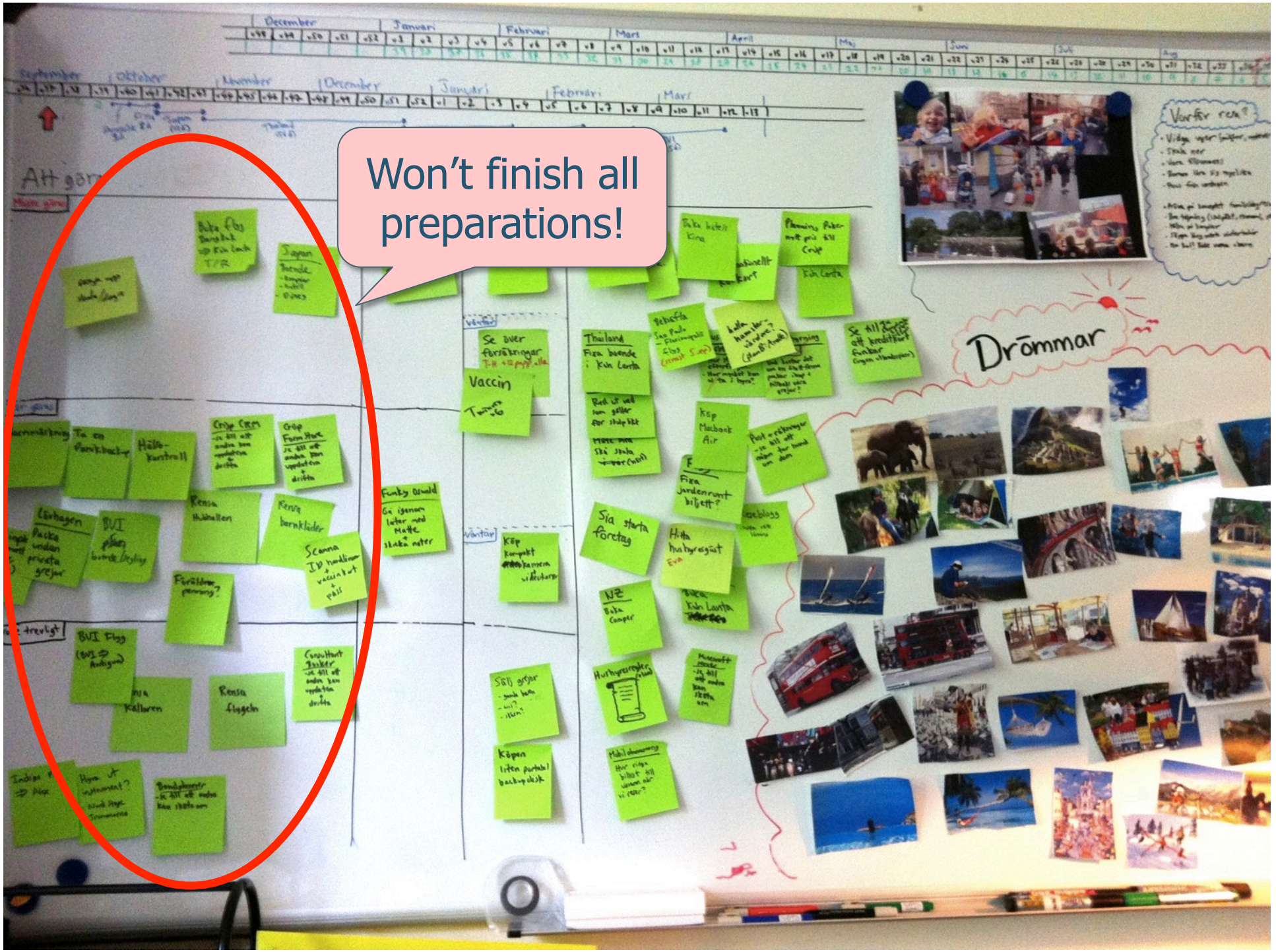
Skola
Flyg
Fira
jordenrunt
biljett


Won't finish all preparations!
Drömmar

Henrik Kniberg

Denmark

West Indies

China

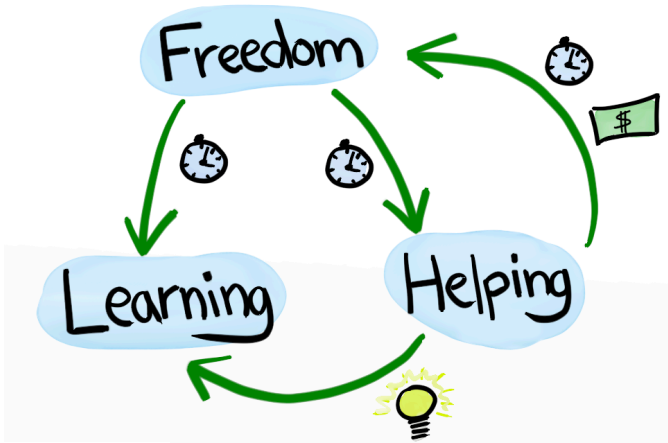
Japan

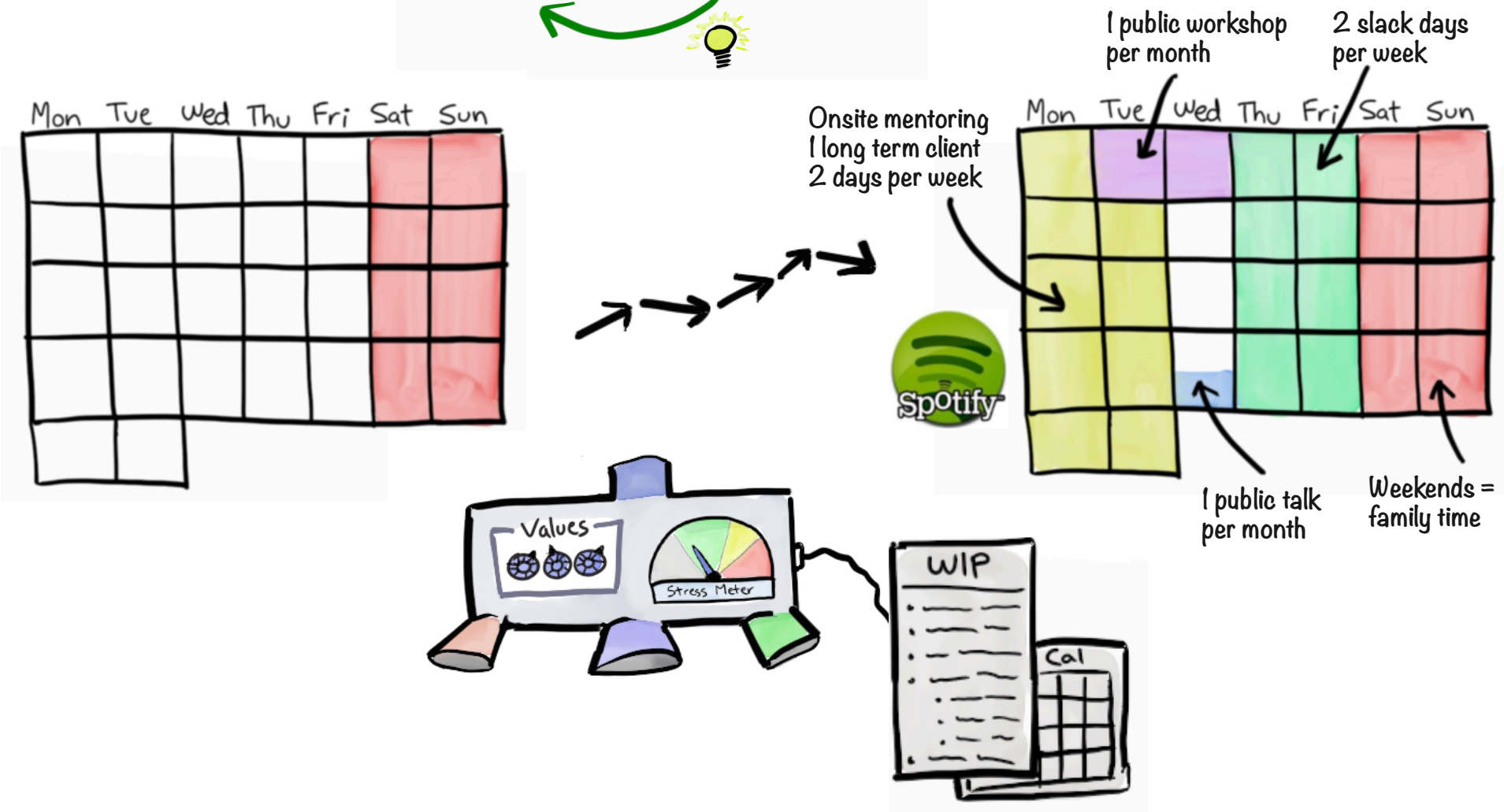
Thailand

Peru

Brazil

New Zealand

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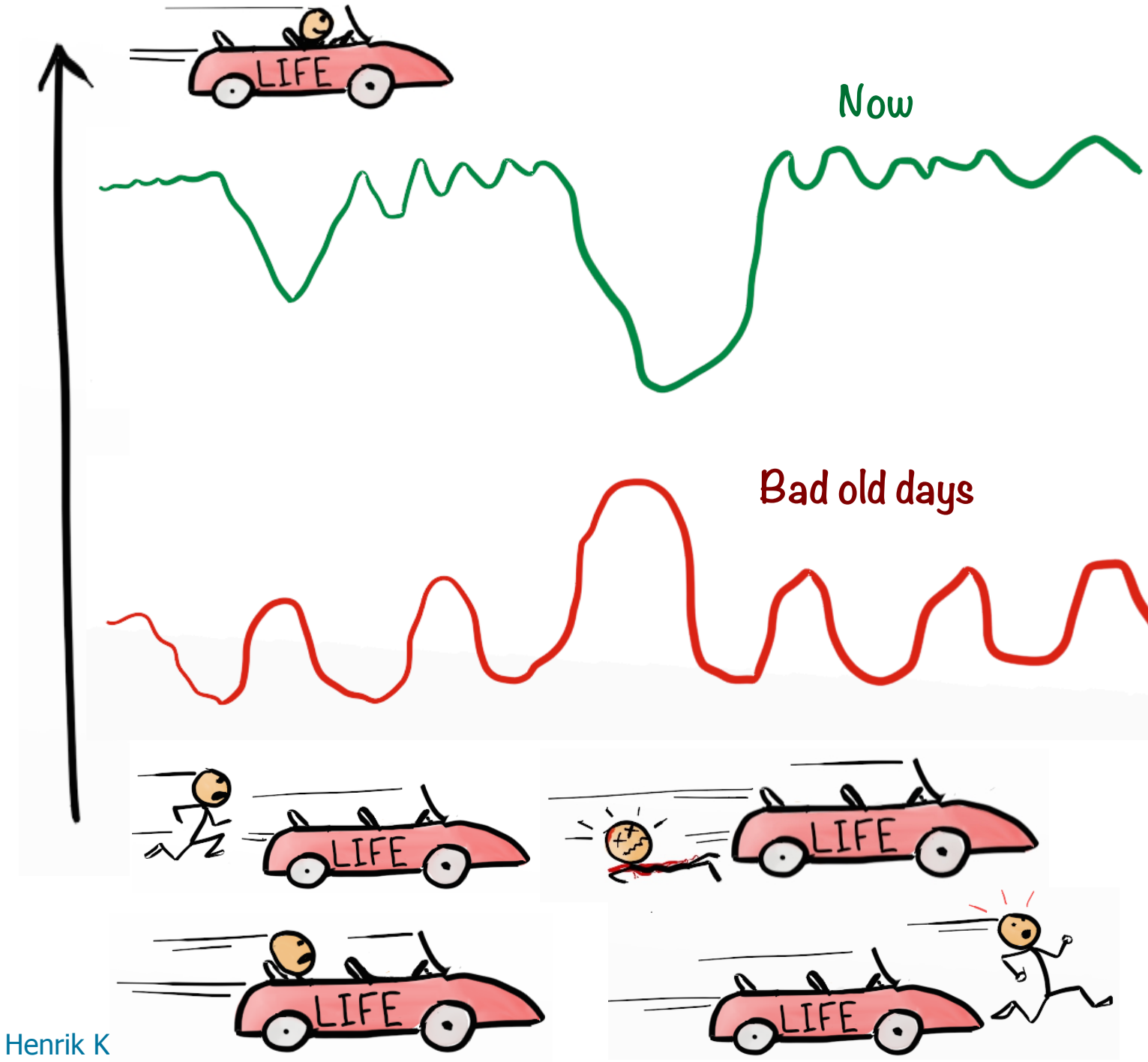



Henrik K

# Chapter 8

## Wrapup

2m

Isolate the noise

Do 1 thing until Done

Know your WIP

Limit WIP

Learn how to keep Inbox Empty

Stop Starting, Start Finishing, until WIP is acceptable

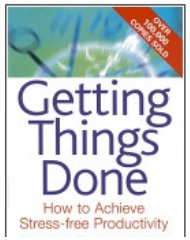
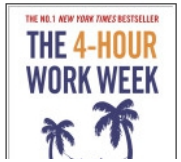
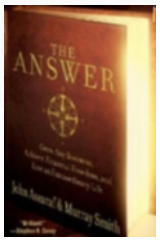
Learn to say No

Install a Value Filter

Schedule time for reflection

Reserve slack

Notice how you spend your time

Decide how you want to spend your time

Iteratively improve your life