Stop Starting, Start Finishing

Lean Kanban Nordic
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Agile/Lean coach
www.crisp.se
Kanban
Scrum
Agile
Lean
XP

GTD (Getting Things Done)

4hr work week
Pomodoro
7 habits of highly effective people
1 hour

1 day = 24 hours

1 week = 168 hours

1 year = 8,766 hours

1 life ≈ 700,000 hours
stop saying

I don't have time

1 hour

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Chapter 1

How to control the hamster wheel
The overflow problem
Isolate the noise
Do 1 thing until Done

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Teflon mode

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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

40 hours at office

8h 8h 8h 8h 8h 0h 0h

10 travel days per year

60% stress

10 actions

3 projects

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Learn how to get inbox to zero

INBOX ROBOT

Pull

<2 mins? Yes

No

Do it now!

In

Someday Maybe

WIP

Cal
STOP when inbox is clear!
Don’t be an inbox junky!

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Empty inbox 1-4 times per day

Bad old days

Inbox size

Now

week 1  week 2  week 3  week 4

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Too much WIP?

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Chapter 2

How long does it take to write a name?
Writer A
No WIP limit

Start!

Writer B
WIP limit = 1

Finish!

60s per project

70s total

4s per project

20s total

15 times faster!

3.5 times more productive!
Chapter 3

WIP is everywhere! Learn to see it.
1-2 days!

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< 1 hour!
Chapter 4

The art of....

No

thanks
Practice!

On a count of 3, say:

“No”
Practice!

On a count of 3, say:

“No thanks”
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Never say “I don’t have time”!

“I don’t have time”
80/20 rule
Maximize Value, not Output
Know your Values

Freedom

Learning

Helping

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Create a value filter

Stuff

Values

WIP monitor

Stress Meter

No

Someday

Maybe

Yes

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Install the value filter
Schedule time for reflection

WIP review

Personal board meeting

Health Career Hobbies

Social Economy Family

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4 types of activities

Clearing inbox

Reflecting

Getting Stuff Done

Whatever
Chapter 5

Get OFF the hamster wheel
Thrashing

Overflow

Balance

Slack
Slack

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Once upon a weekend

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Nov 10-12, 2006
Slack rule

1 day per week

2 days per week
Slack fueled a positive feedback loop!

1. Slack
2. Articles/books/courses/talks
3. More learning
4. More money
5. Better clients
6. Better results
7. More client requests
8. Good reputation
9. Prioritize harder
10. Less time for clients

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Chapter 6

Where do you want to be?
How do you spend your time?

Doing

Alot

A bit
How do you WANT spend your time?

- do more
- keep doing
- do less

- start doing

- stop doing

- outsource

A day in my life

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Chapter 7

A personal story...
Dilemma – Dec 2010

I like travelling...

...but I don’t like being away from my family
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...

Don’t have time

Can’t take the kids out of school

What about the house, the hamster, the aquarium...

Too many work commitments

Travelling with small kids is difficult

What about my bands?
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

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Vision: Big Family Trip

Email
1-2 hours per week

Coaching/teaching
2-3 days per month
Departure Date: Oct 1

Preparations

Motive

Must Do

Vision

Should Do

Could Do
Travel “spike”

Small Family Trip
London, 4 days

Big Family Trip
Round the world, 6 months

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Won’t finish all preparations!
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These can be done while travelling

Focused hard on getting things done

Skipped these
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1 public workshop per month
2 slack days per week
Weekends = family time

1 public talk per month

Onsite mentoring:
1 long term client
2 days per week

WIP

Values
Stress Meter

Spotify
Now

Bad old days

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Chapter 8

Wrapup
Isolate the noise

Do 1 thing until Done

Know your WIP

Limit WIP

Stop saying I don't have time

Learn how to keep Inbox Empty

Iteratively improve your life

Decide how you want to spend your time

Notice how you spend your time

Reserve slack

Schedule time for reflection

Install a Value Filter

Learn to say No

Stop Starting, Start Finishing, until WIP is acceptable

Get Things Done: How to Achieve Stress-free Productivity

The 4-Hour Work Week

Pomodoro Technique: Illustrated