Leading By Example with Personal Agility

(A personal story)

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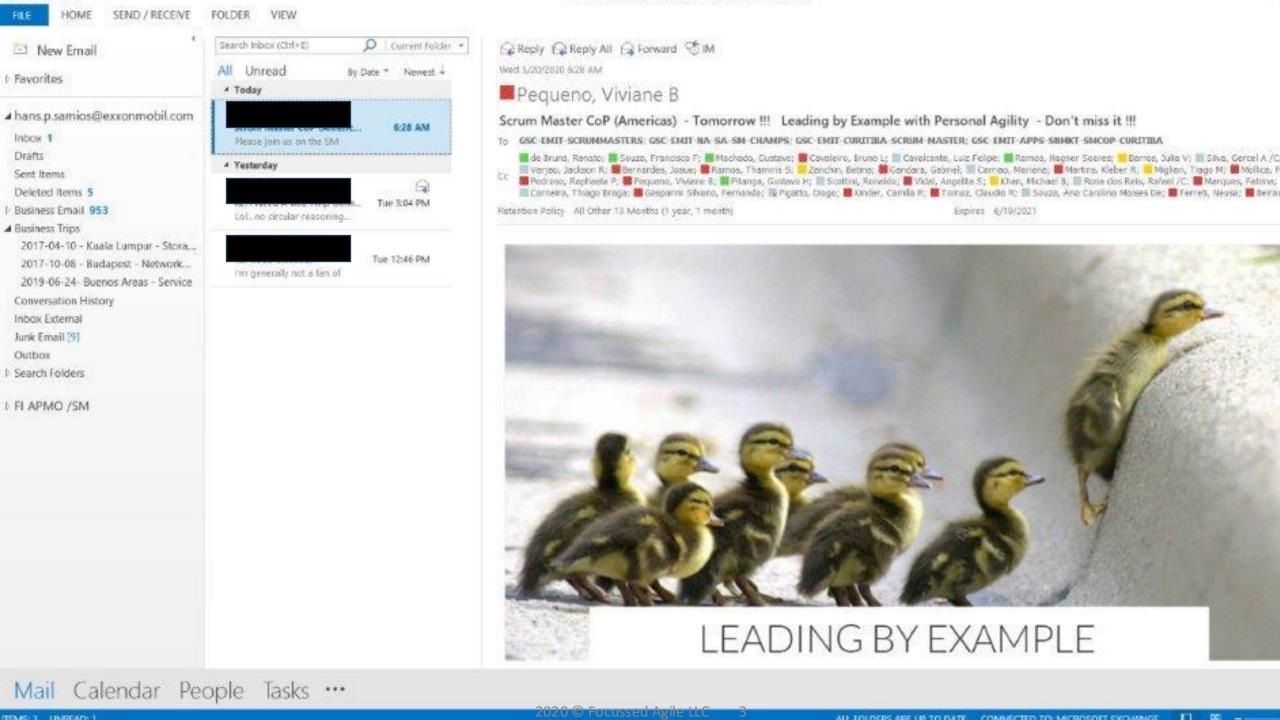
FOCUSSED AGILE

My World (2007 Edition)

- My inbox always had 600 items in it, with 150 arriving every day.

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How Did I Get to "Maximum 5"?

- Progressive targets: 300, 150, 75, etc.
  - "Cannot go home until you hit the target"

- Watch what you do with email, for example:
  - Keep it because "I need a reminder to come back to this …"
  - Keep it because "I think need to read it in the future …"
  - The massive tree of folders …

- In 6 months got to 50 as the magic number

My World (2012 Edition)

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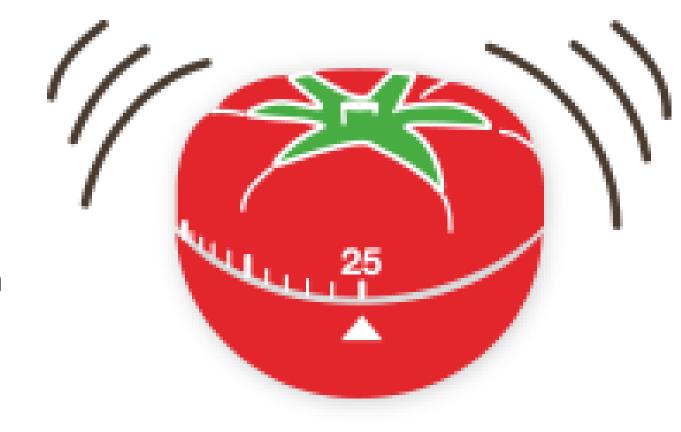
Applying Scrum to Me …

- Prioritized backlog
- Planning
- Small items
- Retrospect
- Iterations backlog?
- Demonstration?

Iteration Backlog:
The Pomodoro Technique

1. **Choose a task you'd like to get done**

2. **Set the Pomodoro for 25 minutes**

3. **Work on the task until the Pomodoro rings**

4. **When the Pomodoro rings, put a checkmark on a paper**

5. **Take a short break**

6. **Every 4 pomodoros, take a longer break**

Source: https://francescocirillo.com/pages/pomodoro-technique

2012-08-01 – Plan for Today (Redacted ☺)

Initial Plan

1. Get email below 10 items(/)
2. Tell ▓ about delay in finding people for meetings on 20th(/)
3. Establish personal prioritized list of work and in-progress items
4. Establish swim lanes for personal productivity checking - is there a tool I can use or perhaps start with trunk notes
5. Set up reminders for reflection at personal level (or every x items completed?)
6. Complete presentation for agile conference and clear up my desk of papers
7. Propose agenda for Jira Siebel meeting(/)
8. Write Email about survey(/)
9. Get with ▓▓▓ about people on new building

Learnings

1. ▓▓▓▓ on user story discussion. "I read the paper and we are doing everything wrong."
2. Don Reinersten's book on Product Development Flow is excellent. The principles discussed should be something we do. According to ▓▓▓▓, he is not aware of anyone that has applied it (something about cranial – ars%*!le inversion in management). Not sure how to push it here either. Start with ▓▓▓▓.

Additional Items Completed Apart From Plan

1. Discussion with ▓▓▓ on release planning for next release as a result of impact of high priority project.
2. Send distribution about innovation to ▓▓▓▓
3. Conversation with Mark Bailey about user stories and planning. Also about engagement with Skip and role of the product owner.
4. Send ▓▓▓ product owner references - Roman, Cohn
5. Send note to ▓ on whether there are case studies of software companies using more than a few of the principles in flow book.

Ideas for Backlog Items

1. Tell SMs and POs about up coming survey and request input for SM / PO survey
2. Training session for new SM / POs
3. Paying a premium for expedited support items.

What Happened

1. Didn't really start iterations until 9:30
   1. Conversations with ▓▓▓▓▓
   2. Planning is hard when you don't have a backlog
   3. Did email anyway which took up time
2. Doing agenda took 2 x 25min iterations
   1. Longer than expected
   2. Break was useful. As doing work determined other things that needed to be done such as setting up page, reviewing old work. Lead to a better result, I think.
3. Result of these 2 iterations is an iteration to:
   1. Capture these notes
   2. Deal with incoming email
   3. Organize lunch for meeting
   4. Send reference information to ▓.
4. This iteration really did take the whole iteration.
   1. Iterations are intense. Have done three and pretty exhausted.
   2. For rest, will do a couple of iterations researching tools I can use - text based wiki doesn't seem to cut it.
5. App research iteration took more than one iteration
   1. Saw a lot of ideas
   2. No real app for workflow etc. yet and swim lanes seems to give the wrong thing
   3. Discussion about planning with index cards night before three things you want to get done
   4. Discussion about putting "other things done" on back of card
   5. Idea about looking at email only 2 times a day (perhaps 3 for me?)
   6. Pages doesn't seem to have outline function I can use - need list of tasks and ability to re-order.
   7. Timer app on windows works fine. Also have timer for iPhone / iPad for other times.
6. After lunch
   1. Don't need complete iteration to get email sorted at the moment
   2. Focused on create email message to go out on survey
7. Took an iteration to do email for survey
   1. Interesting in terms of DoD is that I took the time to read email out loud since I was in an iteration and knew that it helped in the past. And it improved the result substantially. This is an example where I know what the right thing to do is, but I don't do it because of perceived pressure.
8. Completed an iteration on general stuff and actions I thought about during the iteration
   1. Distribute stuff from yesterday on personal effectiveness
   2. Deal with incoming email
9. Set up another iteration to read a couple of chapters of the product development flow book
   1. 25 mins is short for reading
   2. Generate one new idea that I want to work on immediately - question is how to start since there are a lot of moving parts. Idea is to have support pay a premium for expedited items so they can decide what makes sense and we may not need a ccb type process at all.
10. General feeling is that the 25mins allow some real work to get done. Perhaps idea is that I need a few bigger things on my list
    1. Training for PO and SMs
11. Conversation with ▓▓▓▓ about introducing a better economic model to product development approach.
    1. Have way of talking about technical debt investment versus discretionary
    2. Have way of setting system up so that things that are expedited cost more for the people requesting it.
    3. Good discussion but I really need to work on what I want and how to say it. Need to define a problem and work it.

2020-05-19 - Plan for Today (Redacted ☺)

#journal/daily

Daily Reminder

- Ask myself "if I say something now, will it help or hurt the conversation - note: err on the side of saying nothing".
- Imagine I lost it all (material)
- Identify situations which lead to asymmetric payoffs.

Base Plan
Standard

- ~~1 it. Get email below 5 items. Deal with items that can be dealt with quickly. Create stories for items that cannot be done.~~
- ~~1 it. As a person interested in being effective during the day and who is interested in meeting weekly goals I need to do planning so that I have view of the prioritized I need to address. Review calendars. Review weekly goals.~~
- ~~1 it. As a person interested in keeping aware of things that are going on I need to review Twitter, linked in Facebook etc so I can determine if there is something I need to do. Look at feeds.~~
- ~~1 it. Update 2020-05-18 - ExxonMobil Weekly Journal~~
- 1 it. Personal Retrospective and review OKRs 2020-05-18 - Weekly Retrospective
- ~~1 it. Review late night / tomorrow mornings event~~
- ~~1 it. Send "Work Summary for Hans Samios 2020-xx-xx" to~~ █████████
- 1 it. Do something on My Knowledge Base

Event

WFH

Work Today

- ~~2 it. 2020-05-19 - Prep for Evolve Retrospective - Zoom @ 8:00am~~
- ~~2 it. Virtual Tamales with~~ █████
- ~~1 it. 2020-05-19 - Prep for Evolve Retrospective~~
- ~~2 it. Write up 2020-05-15 - Brainstorm Layered Approach to Improvement Based on Interest item based on template~~
- ~~2 it. 2020-05-19 - EMIT LT Discussion - Zoom @ 11:30am~~
- ~~1 it. Follow up 2020-05-19 - EMIT LT Discussion~~
- ~~2 it. Align for demo of 2020-05-11 - Wiki-fy Transformation Smells - Zoom @ 2:00pm~~
- ~~1 it. 2020-05-19 - Coaching Evolve - Zoom @ 3:00pm~~
- ~~4 it. Determine approach to take for 2020-05-18 - Leading by Example with Personal Agility Preparation~~
- ~~1 it. Follow up 2020-05-11 - Wiki-fy Transformation Smells~~
- 2 it. Follow up 2020-05-18 - Monstrous Monday - collect up intervention workshop facilitation materials with █████
- 1 it. Set up time to review 2020-05-15 - Brainstorm Layered Approach to Improvement Based on Interest with ████
- 2 it. Continue 2020-05-11 - Why Agile Fails in Large Enterprises
- 2 it. Start with write up note for effect of utilization on lead time and effect of the estimation fallacy. Add words to powerful picture on estimating problem. Jurassic Park quote and add to quotable quotes.

Business

- ~~1 it. Follow up 2020-05-12 - Consulting Business Discussion~~
- ~~3 it. Round 2 2020-05-15 - SAFe 5.0 Upgrade~~
- ~~2 it. 2020-05-19 - Consulting Business Discussion - Zoom @ 7:00pm~~
- ~~1 it. Follow up 2020-05-19 - Consulting Business Discussion~~
- 3 it. Round 3 2020-05-15 - SAFe 5.0 Upgrade
- 3 it. Round 4 2020-05-15 - SAFe 5.0 Upgrade
- 3 it. Do practice test 2020-05-15 - SAFe 5.0 Upgrade
- 1 it. Review learning from practice test 2020-05-15 - SAFe 5.0 Upgrade
- 3 it. Do test for 2020-05-15 - SAFe 5.0 Upgrade

Attic

Overcome by events

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Leading-by-example

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Confidence and Authenticity Through Practice

H1 Weekly OKRs

Objective: (Home - Francey, family, .etc.) Share work with Francey
- Cook a meal (not just breakfast)

Objective: (Health - food, exercise, etc.) Get to healthy BMI
- Figure out body weight routine and do at least twice

Objective: (Business - transformation, my business).
- Update bio

Objective: (Learning - personal learning).
- Complete [[2020-05-15 - SAFe 5.0 Upgrade]]

Ideas for next weeks OKRs
- Article on playbooks? Or something more directed at knowledge base?
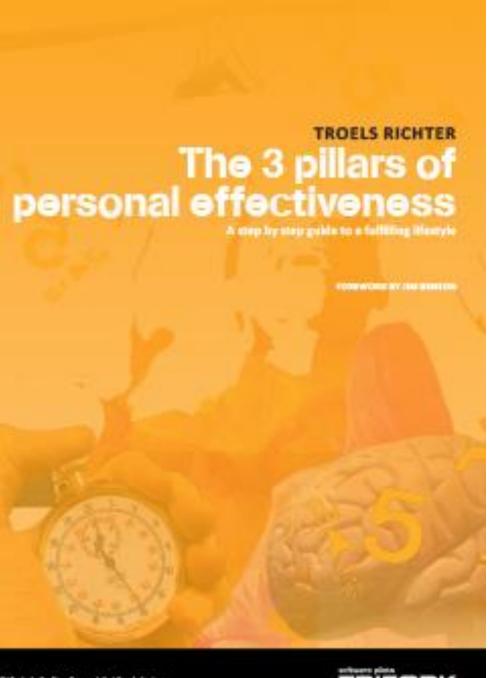- Blog post on FiveWhyz

Benefits of Personal Agile

- Increases your capacity to do work
- Improves your ability to deliver value
- Allows you to establish control of your day
- Allows you to rapidly adapt to new situations (e.g. WFH)
- Increases authenticity of your Agile practice so you can lead-by-example

FOCUSSED AGILE

Want To Know More?

Discussion of Kanban, Get Things Done, Pomodoro technique:

• https://www.infoq.com/minibooks/three-pillars/ *

Pomodoro technique:

• https://francescocirillo.com/pages/pomodoro-technique

* WARNING: Bit of a sales pitch for a app

Questions?

Revision History

- 2020-05-25: Added in "procrastination"
- 2020-05-21: Initial presentation to SM CoP
- 2020-05-19: Added in speaker notes
- 2020-05-18: Initial version