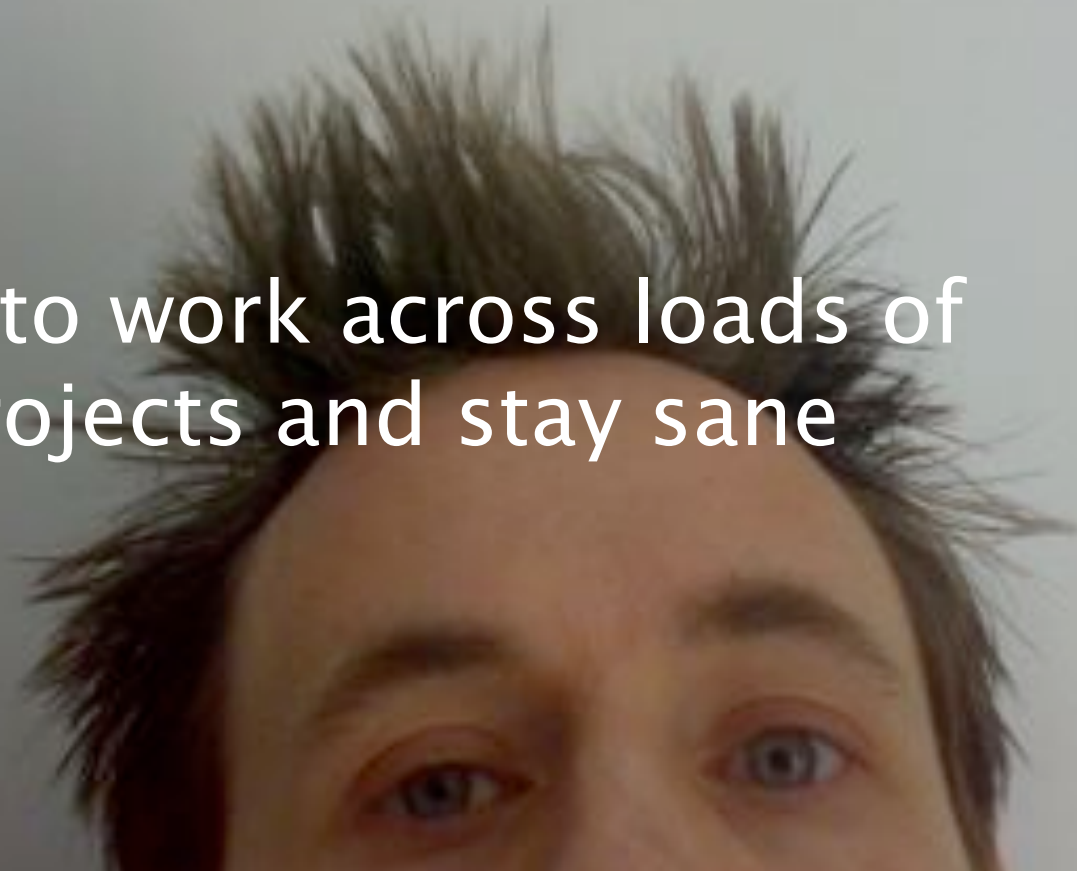


A small cog in a really big wheel

How to work across loads of
projects and stay sane

Joe Leech
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SkillSwap March 19th 2008



Tools of the trade



5 tips to Get Things Done

How to work across loads of projects and stay sane

Keep a list of all your projects

Projects

to

one page
report
specials

=

Lesson

Career (short term)

Career (long term)

University outreach

Interesting

Still in

BUG

That book

Partners

Write down all the things you have to do for each project

Project: mobile

Description: Mobile app user training

Objectives: Implement user training

Tasks:

- 1. Write user training plan
- 2. Develop user training materials
- 3. Conduct user training sessions
- 4. Evaluate user training effectiveness
- 5. Provide user training support

Notes:

1. User training plan should include objectives, content, and duration.

2. User training materials should be developed in a user-friendly format.

3. User training sessions should be conducted in a structured manner.

4. User training effectiveness should be evaluated using a variety of methods.

5. User training support should be provided throughout the project.

Template: Hipster PDA

Keep a list of things to do for each day



Communicate



Thanks guys...

Read *Getting Things Done* by
Dave Allen

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Weekly review checklist

Weekly review checklist

Email

- inbox
- @_actions
- @_waiting for
- @_maybe
- @_stalled

Basecamp

- Milestones
- Todos

Calendar

- last week
- next week
- week after next

Notebook

- Meeting notes

Next action lists

- Work
- Home

Project todo lists

- Review
- Trim
- Ensure 1 action from each is on next action

Review peopleagendas

- John L
- Bob D
- Frank N
- Nelson M
- Bart S
- George W

Phone

- Notes
- Text inbox
- @Actions
- @Waiting for
- Voicemail

Review projects list

Review agencies list

Review clients list

Gmail / Personal email

- Starred / @actions
- @Waiting for

Home post/mail box

- Review inbox
- Joe Actions box
- XXXX Actions box

Facebook

- inbox
- wall

Review misc inboxes

- Flickr
- Upcoming
- Twitter starred
- delicious @action
- Back of moleskin
- Big folder