Getting Things Done® for Programmers

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Virtua™
technical excellence.
it's that simple.
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• Principal Consultant at Virtua (http://virtua.tech)
  • Training, consulting, architecture, mentoring
  • JSF, Java EE, Polymer/Web Components, Angular
  • Official US PrimeFaces and PrimeNG partner

• Author, JavaServer Faces in Action

• Founder, JSF Central (http://www.jsfcentral.com)
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• Co-host, Enterprise Java Newscast (http://enterprisejavanews.com)
• Java Champion
• Google Developer Expert in Web Technologies
• Internationally recognized speaker
  • JavaOne, JavaZone, Devoxx, Devnexus, NFJS, etc.
• JCP Member
  • JSF, MVC, JSF Portlet Bridge, Portlets
• Many of us are overwhelmed
• Too many things in our heads
Collect
Getting Things Done
the art of stress-free productivity
from the New York Times bestselling author
David Allen
An all-new updated edition
Collect
The Inbox
Process

• Do it
• Defer it
• Delegate It
• Delete it
Process

Goal: Inbox Zero
Actionable Items = Tasks
Actionable Items = Tasks
Contexts
Contexts

Task
- description : String
- dueDate : Date
- estimate : Time
- nextAction : Boolean
- repeat : TimeFrame
- notes : String
...

Context
- description

Artifact

0..*
Projects

• Any desired result with more than one step
• Should have at least one next action
Organize
Organize: Lists

- Projects
- Next Actions
- Waiting For
- Calendar
Organize
Organize
Project Identifiers

- .jsf.richfaces.consulting
- mergerspeak
- presentations.gtd.programmers
- presentations.icefaces.2.workshop
- presentations.icefaces.jsf.2
- presentations.intro.to.seam
- presentations.jia2
- presentations.jsf.antipatterns
- presentations.jsf.spring
- presentations.jsf1.tips.workshop
- presentations.jsf1.workshop
- presentations.jsf2.adf
- presentations.jsf2.comp
- presentations.jsf2.upgrade
- presentations.polyglot.jsf
- presentations.portals
- presentations.scripting.jsf
- project.track
- reviews.liferay.in.act
- skillsmatter.jsf2.training
- sys.admin.cloud.setup
Project Identifiers
Review

• Review next actions and scheduled tasks every day

• Weekly Review
  • Clear out inboxes
  • Review all projects and their next actions
  • Perform a *mind sweep*
  • Review calendar (next and previous weeks)
  • Create new projects, clean up lists
  • Be creative!
The Runway
Selecting Tasks

- Context
- Time available
- Energy level
- Priority
Focus

• Work on one task at a time
• Avoid distractions
• Box your time
  • Pomodoro technique
Task Management Tools

• Paper planner
• Text files
Task Management Tools

• Nozbe (Web / Desktop / Mobile)
Task Management Software
Task Management Tools

• Nozbe (Web / Desktop / Mobile)
• ActiveInbox (GMail only; Web and iOS)
Task Management Tools

• Nozbe (Web / Desktop / Mobile)
• ActiveInbox (GMail only; Web and iOS)
• RememberTheMilk (Web / Desktop / Mobile)
• Things (Mac / iOS)
• OmniFocus (Mac / iOS)
• Microsoft ToDo (formerly Wunderlist; Web / Desktop / Mobile)
• Todoist (Web / Desktop / Mobile)
• Outlook
• ....
Capturing Tools
Capturing Tools

• Paper notebook
Capturing Tools

• Paper notebook
• Software
  • Task managers
  • Evernote
  • OneNote
  • Google Keep
  • Your favorite text editor
Capturing Tools

• Mind mapping software
Capturing Tools

• Mind mapping software
  • MindManager (Mac / Windows)
  • MindNode (Windows)
  • mind42.com
  • MindMeister (web)
  • XMind (Mac)
  • …
Programmers

• Issue trackers ≈ task list managers
• Inbox = new issues assigned to you
• A single issue can be broken into multiple tasks
  • Project!
• TODO tags in code = Tasks
Teams

• Institute the "inbox" concept
• Share tasks and projects
  • Provides visibility of team progress
• Delegate tasks
Teams: Scrum

- Task list ≈ Backlog
- Process step ≈ Backlog grooming session
- Organize step ≈ Release planning
- Review step ≈ Sprint retrospective / sprint planning
- Kanban?
The Bigger Picture

• Runway: Tasks
• 10,000 feet: Projects
• 20,000 feet: Areas of Focus
• 30,000 feet: One-to-Two Year Goals
• 40,000 feet: Three-to-Five Year Vision
• 50,000 feet: Life
Summary

• Close the loops
• Collect
• Process
  • Do It, Defer It, Delegate it, Delete it
• Organize
• Review
Resources and Q&A

• David Allen Company (company behind GTD)
  • http://davidco.com

• Getting Things Done: The Art of Stress-Free Productivity (book)

• Making It All Work: Winning at the Game of Work and the Business of Life (book)

• Lifehacker
  • http://lifehacker.com/tag/gettingthingsdone/

• Productive Magazine
  • http://productivemagazine.com/

Register early and get the best discounts!