



DRUPALCAMP GHENT

23 & 24 NOVEMBER 2018

How to automate your life instead of your code

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AUSY
a Randstad company

LEVEL 27



Today's challenges:

- Survive today's 'modern' lifestyle
- Manage a constant stream of impulses

Goal:

- How to reach a Zen state of mind?
- Nothing on your mind
- Enjoy life

About me



Service Delivery
Manager @ DropSolid



Firefighter / Fire
Prevention Officer /
Teacher



Paramedic 112 /
responsible for the
planning of our
emergency medical
service



Actor in amateur theatre
groups

We all have a lot going on... Therefore you need a system to manage all of this.

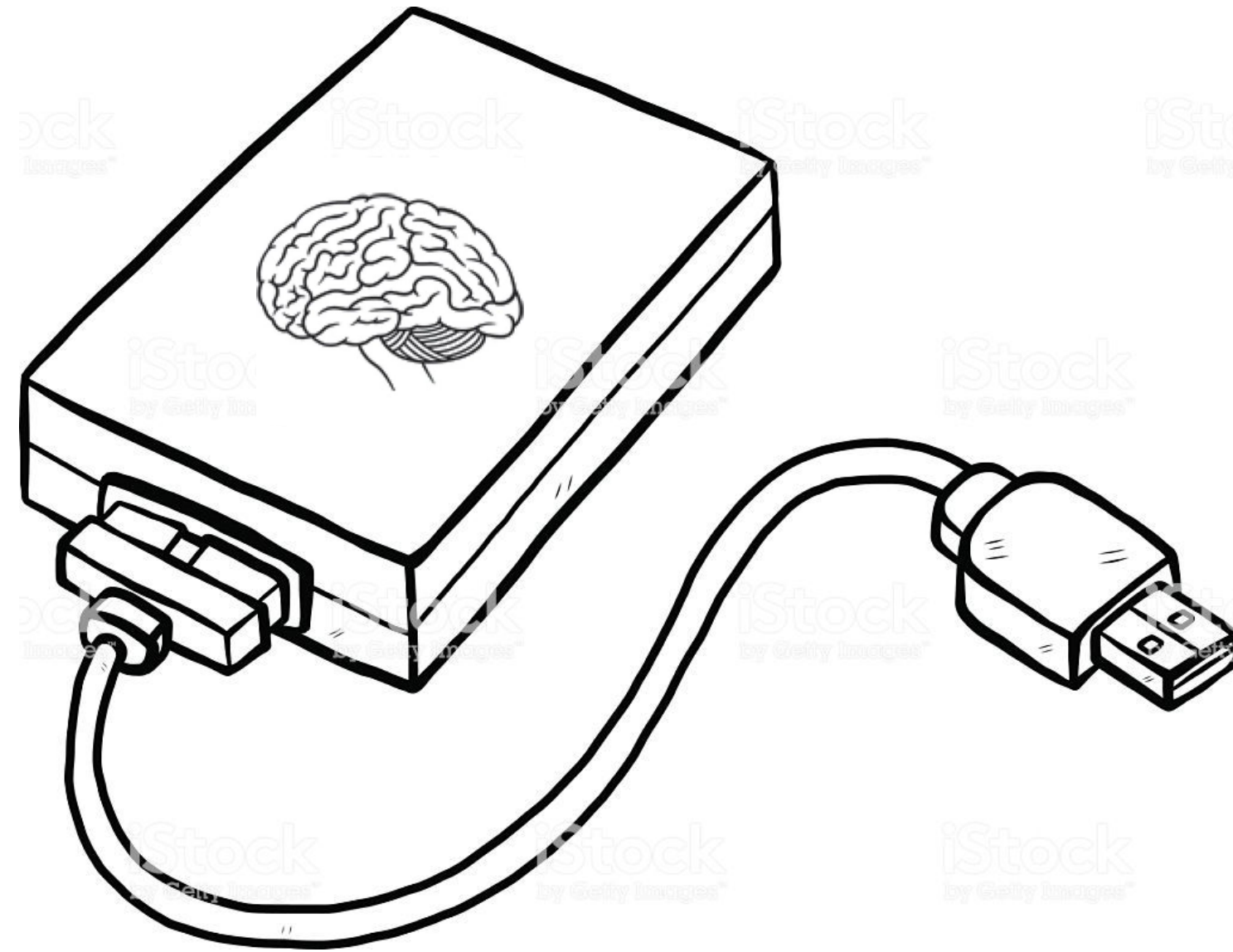
Example





Big Idea

Second brain (Getting Things Done)



Collect

Organize

(Action list)

Review

Engage

Second brain (Getting Things Done)



Collect

ACTIONABLE?

- NO = DELETE / ARCHIVE
- YES = TO ACTION LIST (< 2' = DO NOW)

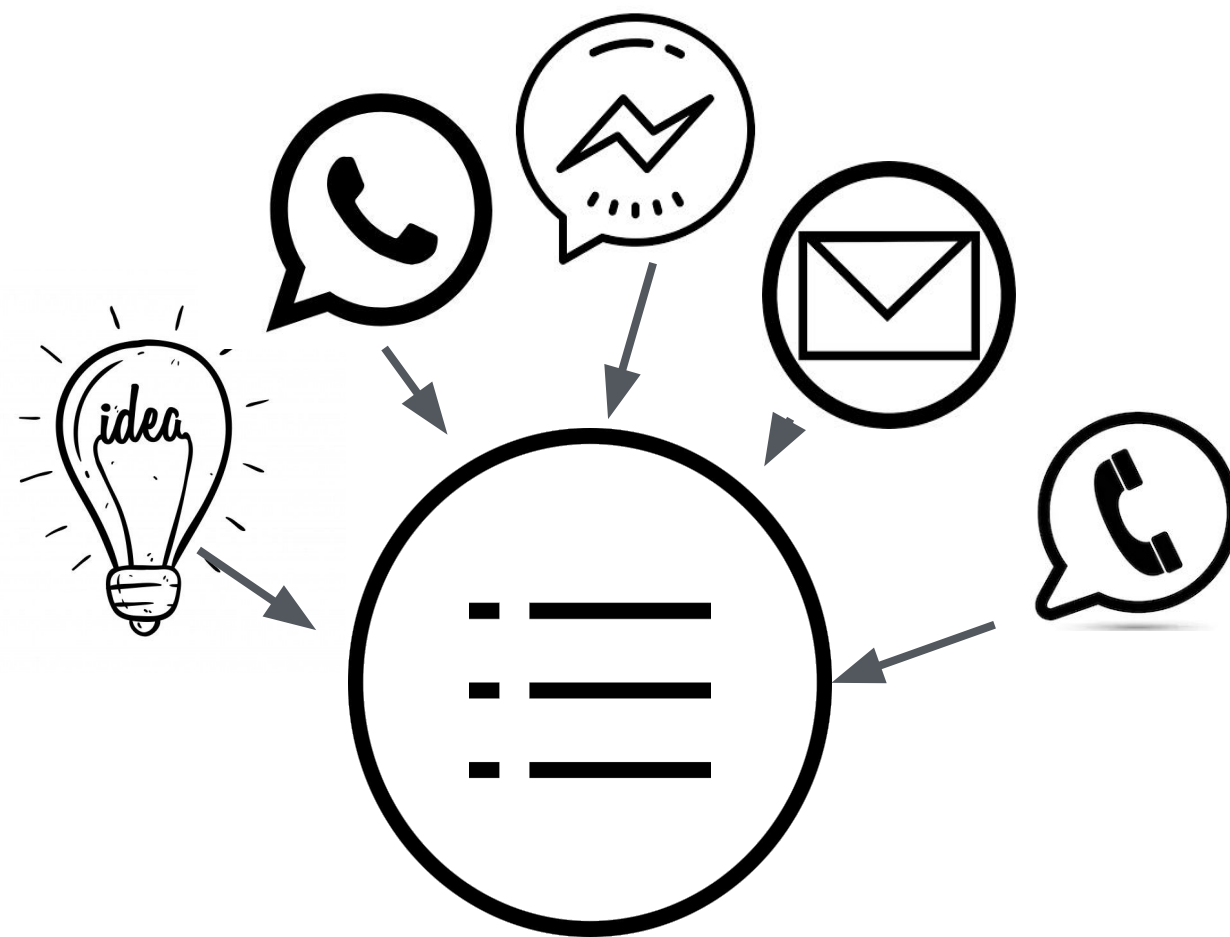
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Organize

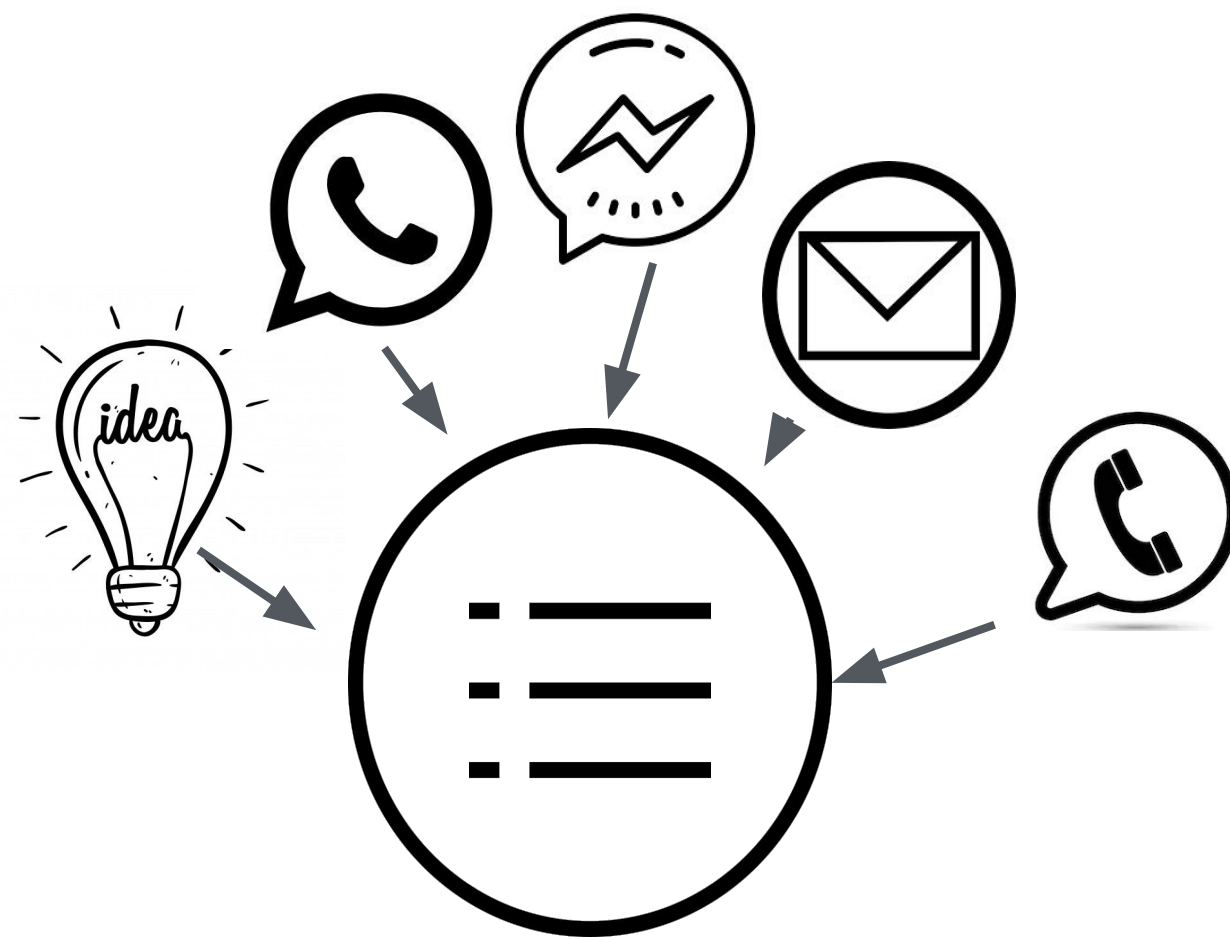
(Action list)



Review

Engage

Second brain (Getting Things Done)



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Organize

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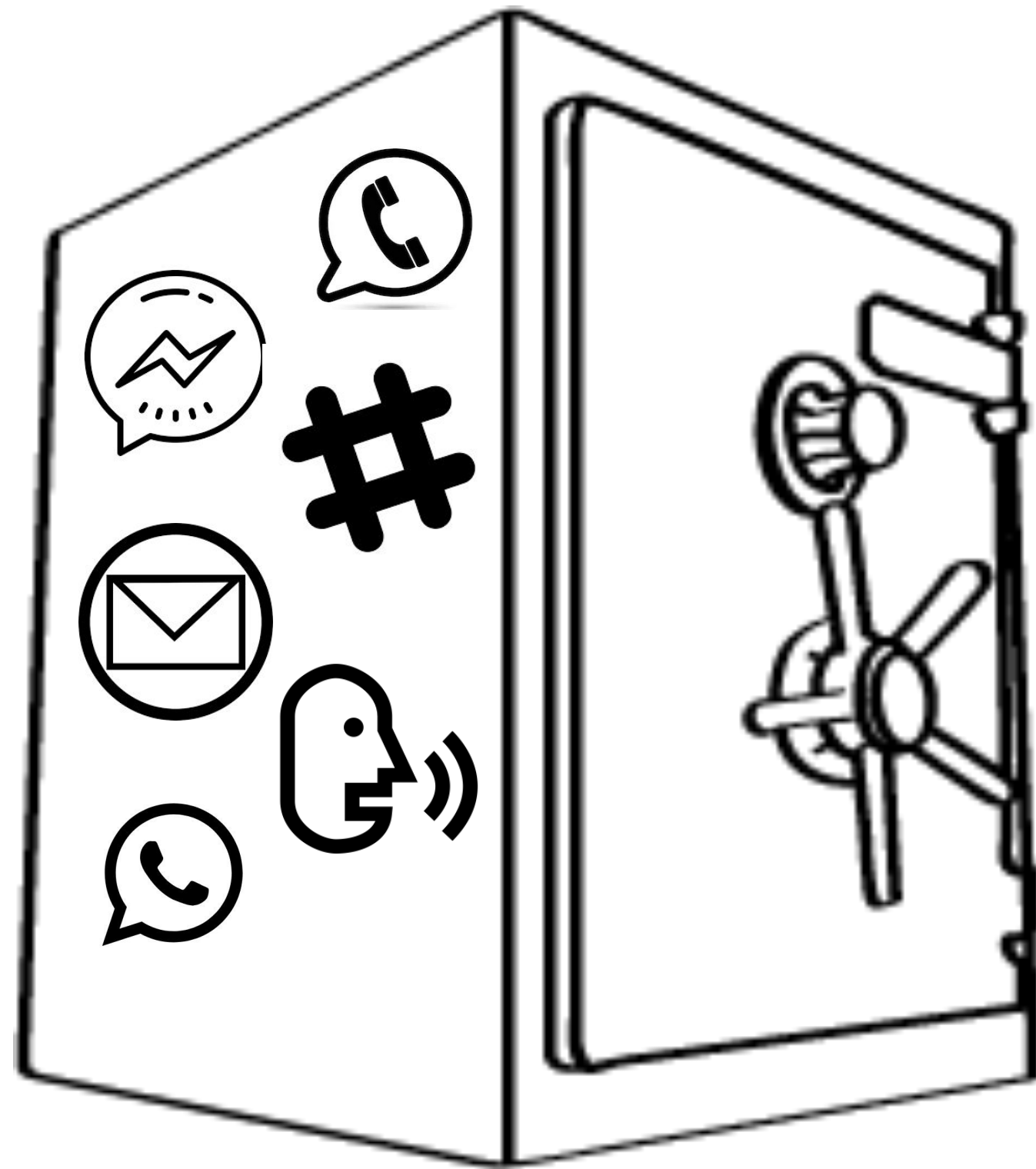


Review



Engage

ENGAGE = FOCUS



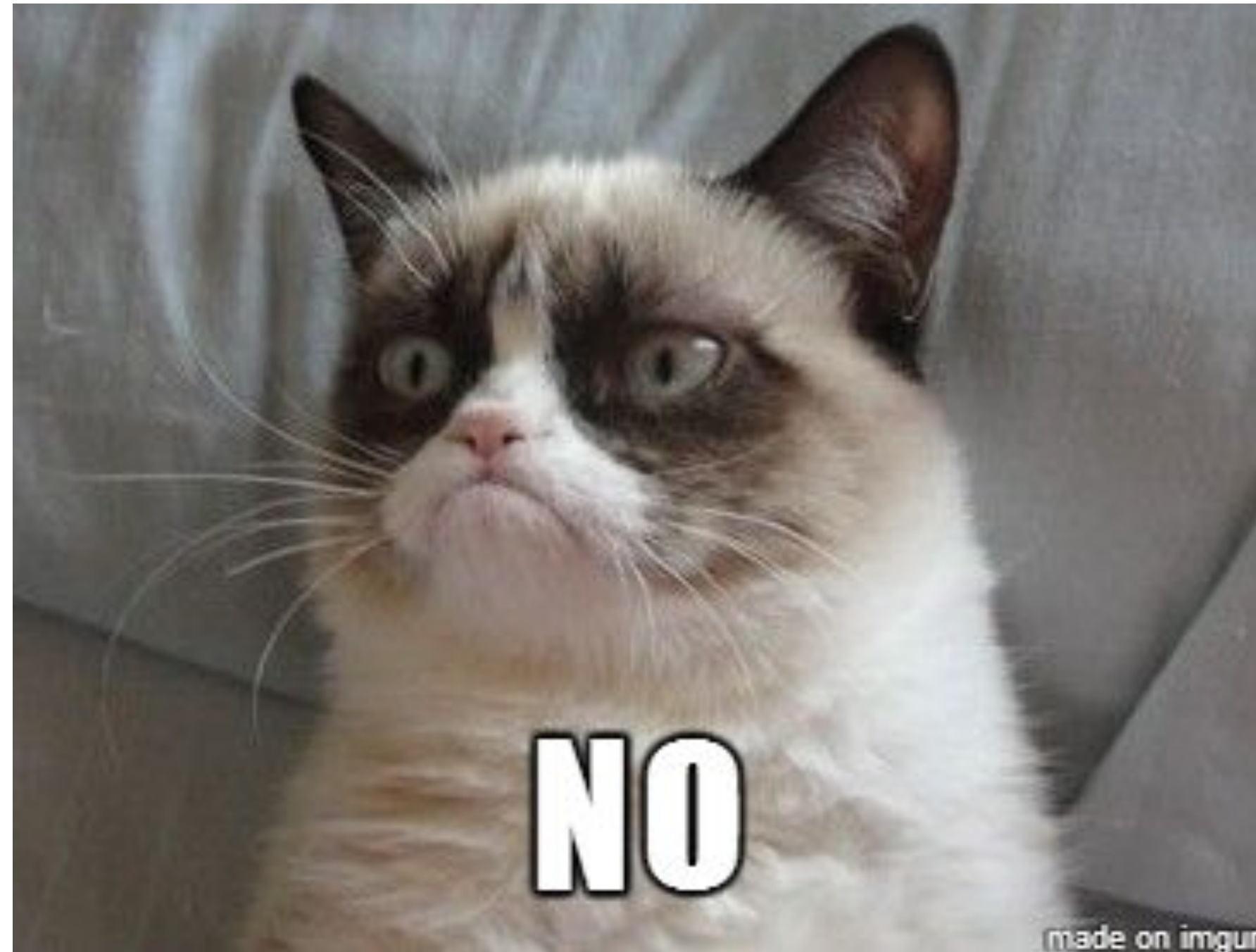
“It takes 23 minutes to get in to focus mode”

Pomodoro Technique = Focus block of 25 minutes of focus without interruptions.

FOCUS



ENGAGE = FOCUS



Dare to say 'No' when focussing.

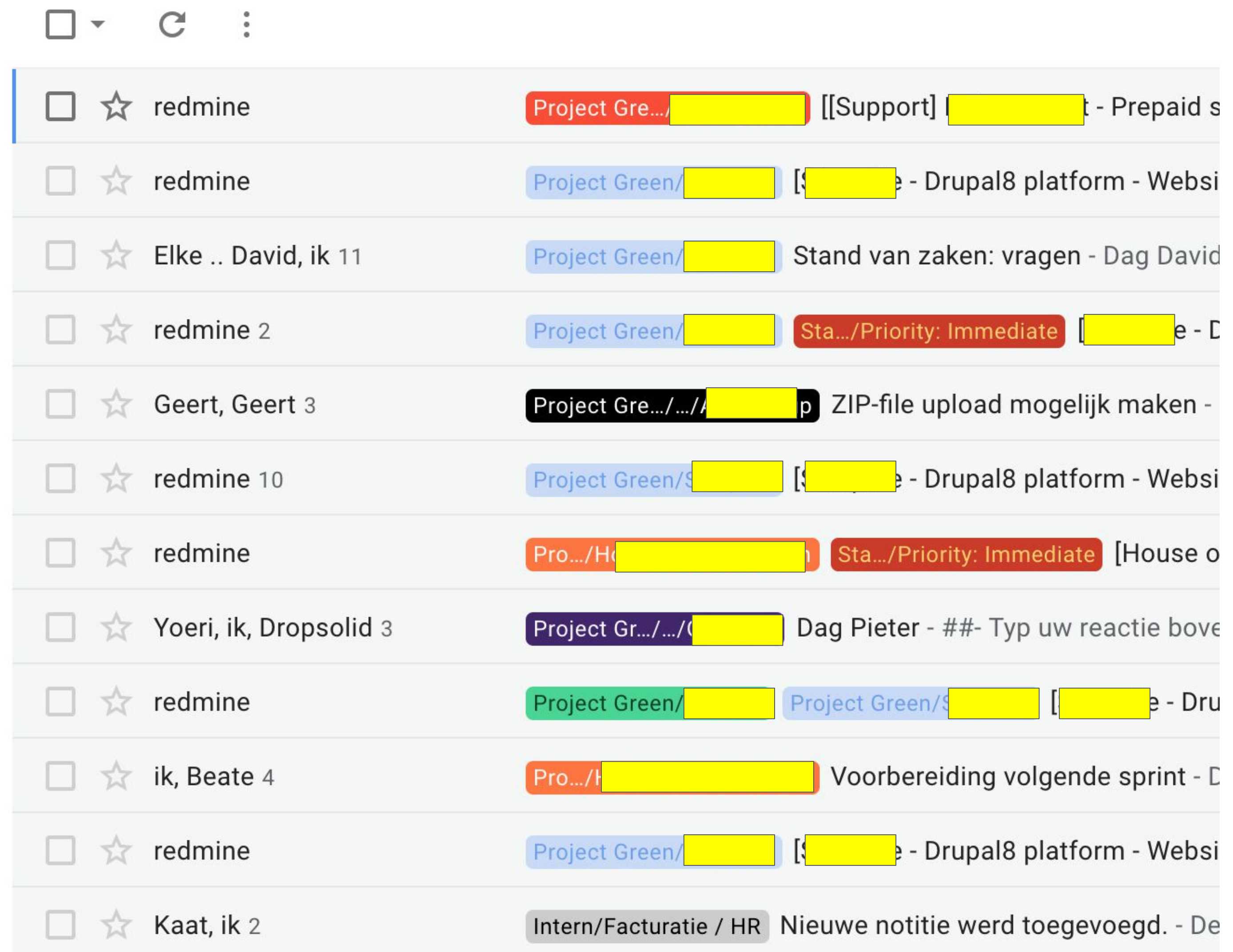
- Do I have to do this **immediately**?
- Do I have to **drop everything**?
- Is this **really urgent**? If so, is it really important?

Tools



Tools : Gmail

- Empty inbox
 - All mails = collect, organize, review, engage
 - Rules for automated labeling
 - Plugin: Move mails to GQueues



A screenshot of the GQueues plugin interface. The interface is titled "GQueues" and has a settings gear icon in the top right. It features a "Queue" dropdown menu set to "Inbox" with a refresh icon. Below this is a "Description" text input field containing "Voorbereiding volgende sprint". There is a "Notes" text area below the description. Two checkboxes are present: "Link to this email" (checked) and "Attach this email" (unchecked). A "Tags" section has a "+ add tag" button. An "Assignments" section has a "+ assign to" button. At the bottom, there is a "Due Date" field with a checkbox, a "Cancel" button, and a "Create Task" button. The email address "pieter.lemmens@dropsolid.com" is visible at the bottom left.

Tools : gQueues

- Projects (work):
 - project name, internal, operations, team,...
- Time (work):
 - All tasks have a (recurring) date > Daily task list
- Context (work):
 - call, read, think, write



Quick Add

All tasks with date

Tue, November 20, 2018

- Inbox (2)
- Assignments (0)
- Trash

	<p>[redacted]: laatste sprint aanvullen met gebruikt budget (heeft iedereen zijn uren gelogd?)</p> <p>Prio High</p> <p>https://docs.google.com/spreadsheets/d/1-XG2F0Mar4WcFmb2xFWLpzBu3GZ...</p>	<p>🔄 Nov 20</p> <p>📄 🗑️</p>
	<p>[redacted] - Estimation of tickets left in backlog/RFS</p>	<p>Nov 20</p>
	<p>SPRINT Create release ticket for each project for next sprint</p>	<p>🔄 Nov 20</p>
	<p>Send retro/planning tickets to log time on in Slack</p>	<p>🔄 Nov 20</p>
	<p>[redacted] - [Story #76669] You were mentioned in: Prepare go-live (20/11/2018)</p> <p>view email: https://mail.google.com/mail/?authuser=pieter.lemmens@dropsolid.com#inbox/t...</p>	<p>Nov 20</p> <p>📄</p>

Wed, November 21, 2018

- ▼ Smart Queues
- All tasks with date
 - Overdue
 - Due Today
 - Due tomorrow
 - Due in a Week

- ▼ My Queues
- ▼ Customers
 - To Do (2)
 - Waiting / to trigger (0)
 - Projects GREEN (12)
 - Project BLUE (0)
 - Backlog (0)
 - ▼ Internal
 - To Do (9)
 - Planning (0)
 - OPS Guild (1)
 - OPS / Steven (2)
 - Team Storm (11)
 - Assigned to collea... (0)
 - Support (0)




	<p>Sprint demo overview for each project > Charlotte</p> <p>Prio High</p>	<p>🔄 Nov 21</p> <p>🗑️</p>
	<p>Agile proces in kaart brengen</p> <p>Enter a note here...</p>	<p>Nov 21</p> <p>🗨️ 1</p>
	<p>[redacted] - hosting Deal 6131: hosting [redacted]s (dedicated) en [redacted]n (standaard)</p> <p>https://app.teamleader.eu/sale_detail.php?id=4158261</p>	<p>Nov 21</p> <p>📄</p>
	<p>Update forecasting file (ten laatste 22e of maandag er op)</p> <p>https://docs.google.com/spreadsheets/d/1UqfwTql8YXystYCqhpZR4fdRX3JbLY...</p>	<p>🔄 Nov 21</p> <p>📄</p>
	<p>[redacted] import this excel file in the website on Tuesday 13/11/2018</p> <p>view email: https://mail.google.com/mail/?authuser=pieter.lemmens@dropsolid.com#inbox/t...</p>	<p>Nov 21</p> <p>📄</p>
	<p>[redacted] Manual - Budget afspreken met Alex (Drupal Rocketship manual ENG/NL)</p>	<p>Nov 21</p>
	<p>Extra resource Yves inplannen</p>	<p>Nov 21</p>
	<p>[redacted] - Add GA key to live env /admin/config/system/google-analytics</p> <p>https://redmine.dropsolid.com/issues/76718</p> <p>This needs to be added to the configuration for the live environment, currently we are sending staging data to Google that does not needs to be tracked.</p>	<p>Nov 21</p> <p>📄</p>

Thu, November 22, 2018

	<p>Follow-up on overdue payments</p> <p>https://app.teamleader.eu/invoices.php</p>	<p>🔄 Nov 22</p> <p>📄</p>
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▼ Shared with me

Tools : Google Calendar

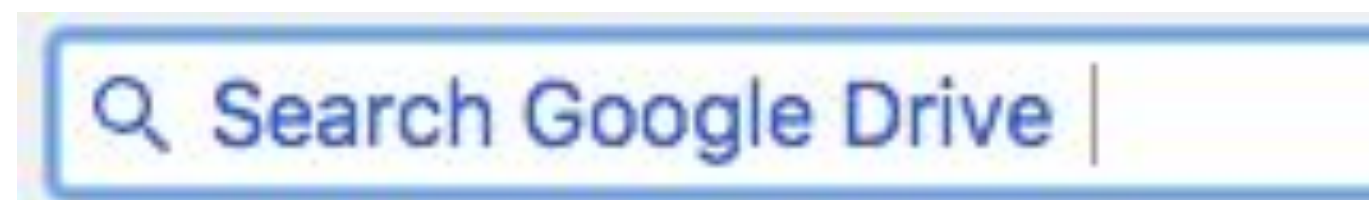
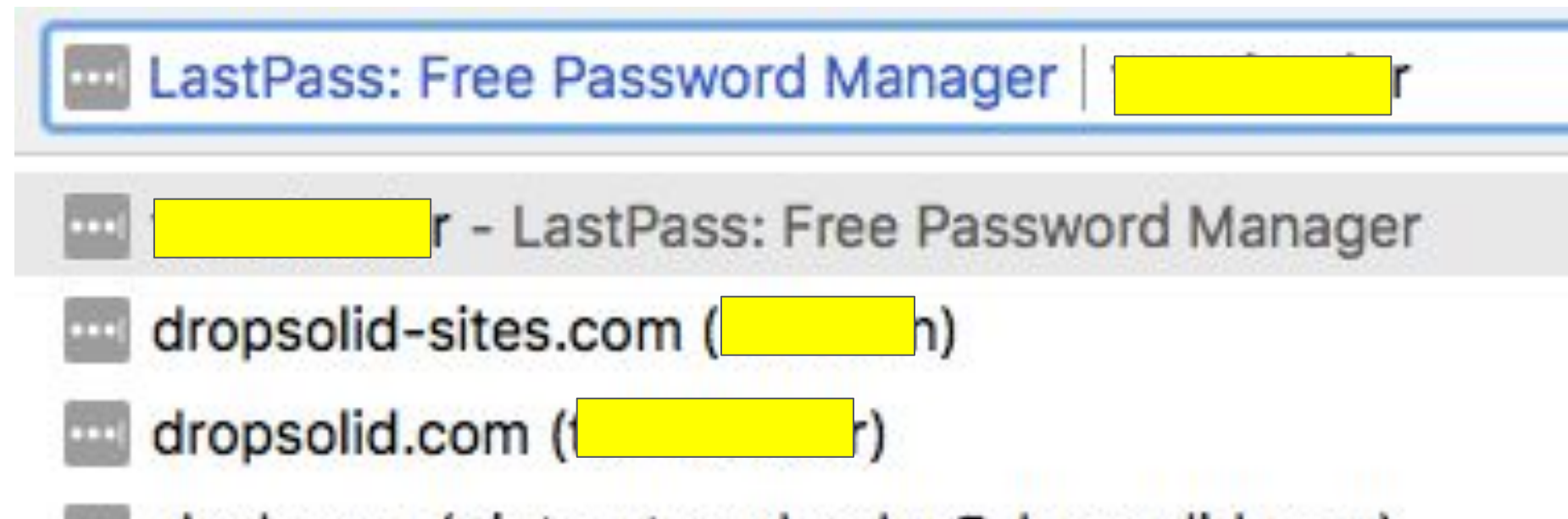
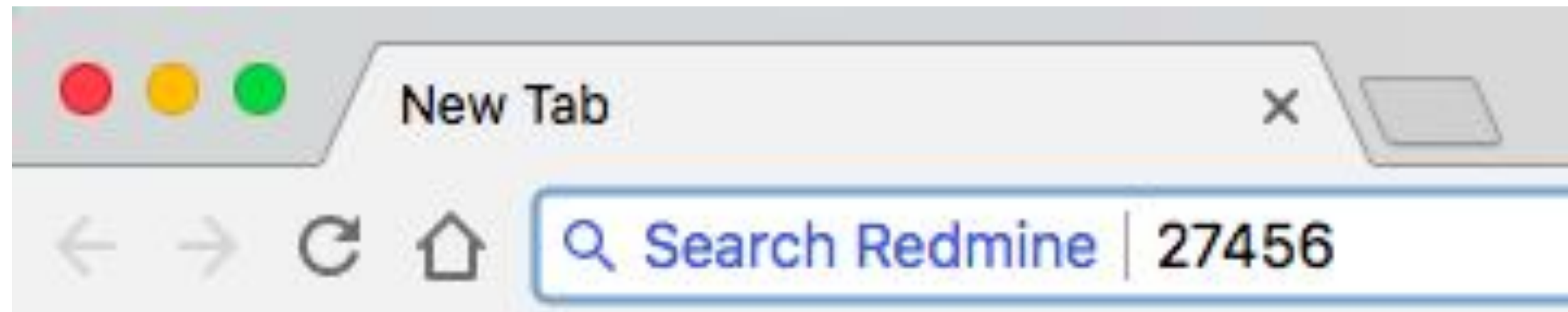
Ma 19	Di 20	Wo 21	Do 22
<ul style="list-style-type: none">Overzicht milestones (GoPlan volgende sprint* Check QA by customer in swimlan* Poke Lieselot for adding tickets/cl* Prepare COO meeting* Resources file next sprint opmake* prepare sprint revie	<ul style="list-style-type: none">[Story #76669] You were rEstimation of tickets left i* Send retro/planning tickets to log* SPRINT Create release ticket for e* er: laatste sprint aanvull	<ul style="list-style-type: none">hosting Deal 6131: hostinAgile proces in kaart brengenimport this excel	<ul style="list-style-type: none">* Follow-up on overdue payments
		<div data-bbox="1532 909 2692 1247"><p> <input type="checkbox"/> SPRINT Create release ticket for each project for next sprint</p></div>	
		<p> Dinsdag, 20. november</p>	
		<p> Repeats every 2 weeks on Tuesday</p>	

Tips & Tricks : REVIEW

- Clean files/folders (Put files in the correct folder immediately, will save you time in the end)
 - Clean bookmarks (use folders)
 - Clean desktop (don't store files locally, keep everything in one place)
 - Clean OS menu/dock (what do you really use?)
 - Clean desk
- = clean mind

Tips & Tricks : SHORTCUTS

- Use custom search engines



Zoekmachine

De zoekmachine die wordt gebruikt in de adresbalk Google

Zoekmachines beheren

Zoekmachine bewerken

Zoekmachine

Giphy

Zoekwoord

gif

URL met %s ipv. zoekterm

https://giphy.com/search/?q=%s

Annuleren Opslaan

Tips & Tricks : SHORTCUTS

.NEW feature by Google Docs. Type this into any browser...

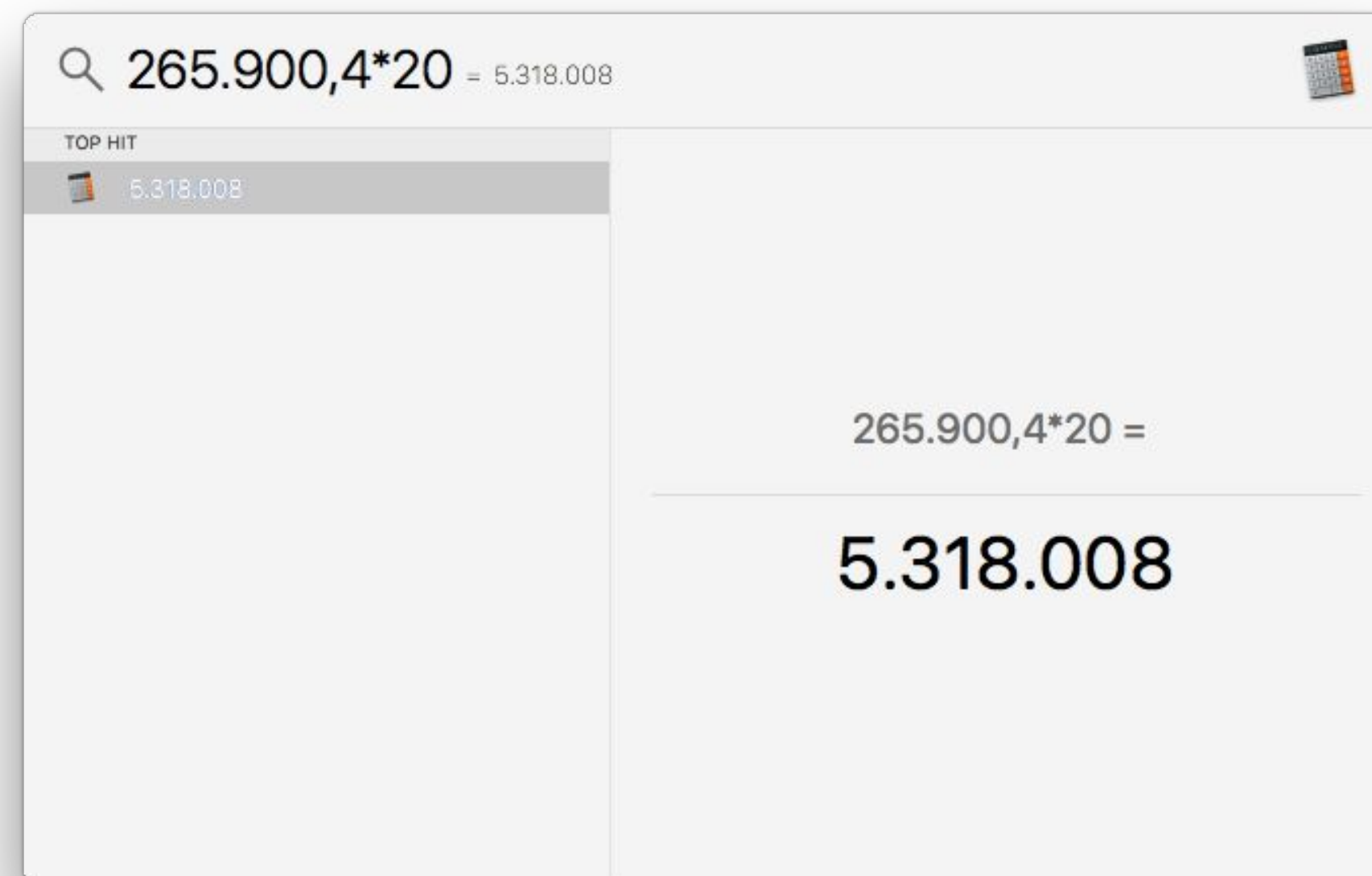
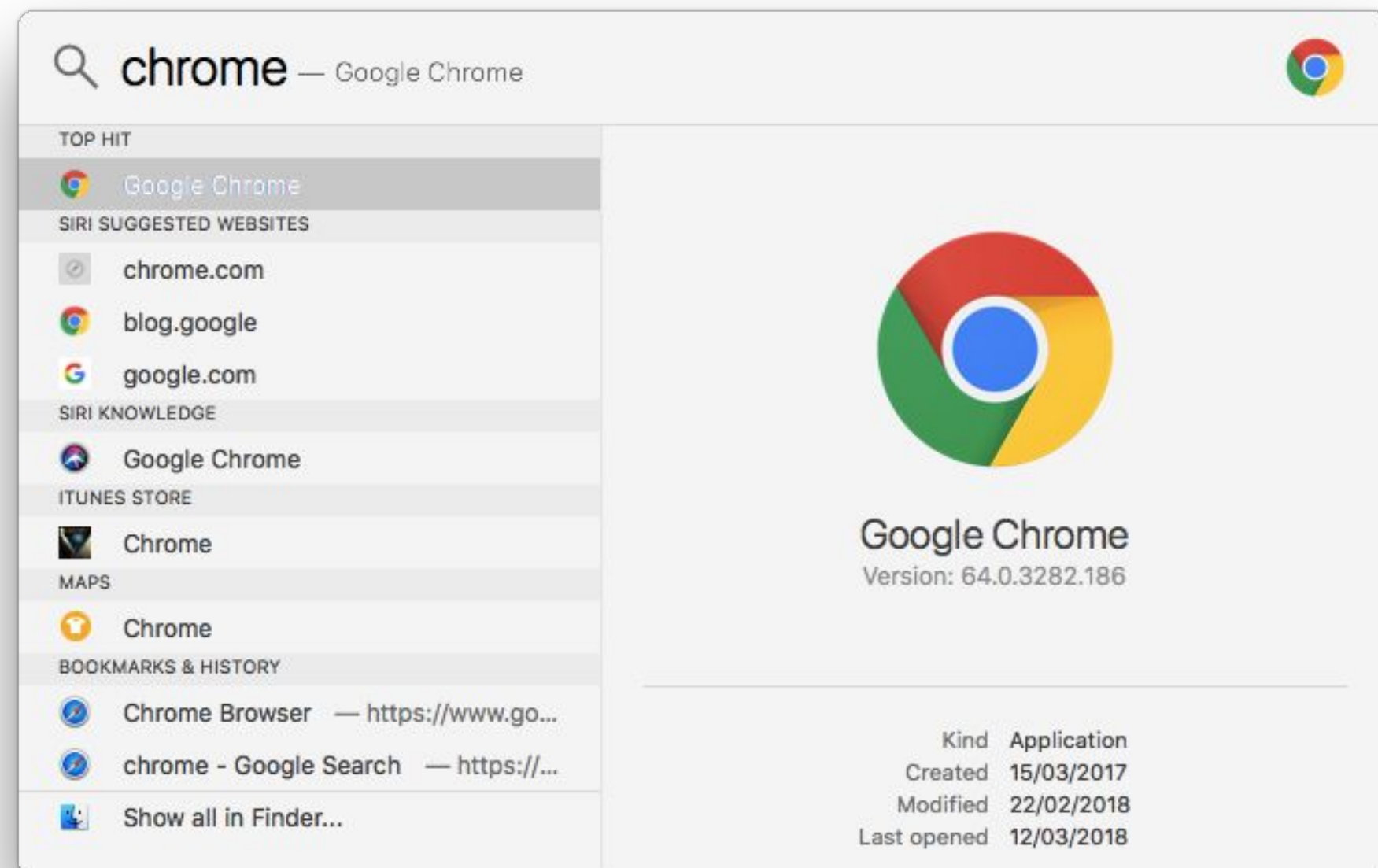
- **<http://doc.new> (New Doc)**
- **<http://sheet.new> (New Sheet)**
- **<http://slide.new> (New Slide)**
- **<http://form.new> (New Form)**

Tips & Tricks : SHORTCUTS

Quickly open apps

- CMD + space (Mac) / windows button (PC) = Search.
- Use to open apps, calculate, ...

- Other tools to quickly open apps/commands:
- <https://qsapp.com> (mac)
- <https://www.alfredapp.com> (mac)



Tips & Tricks : SHO

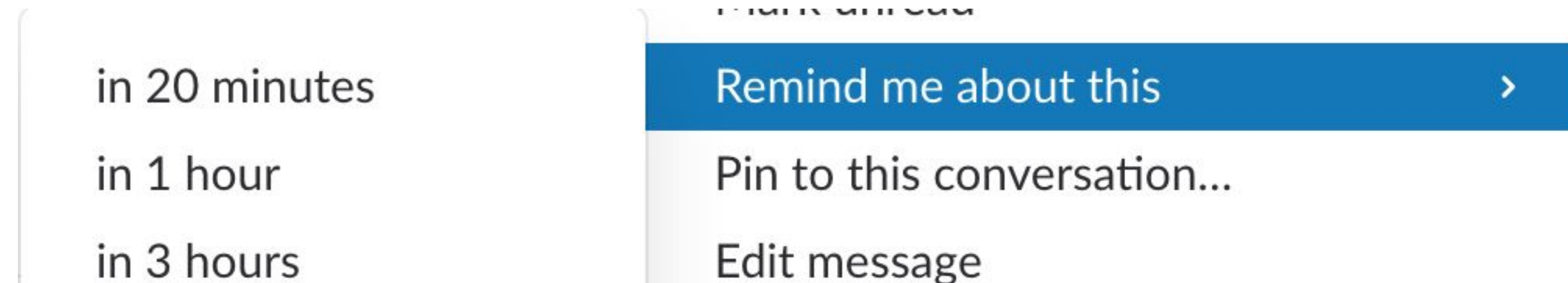
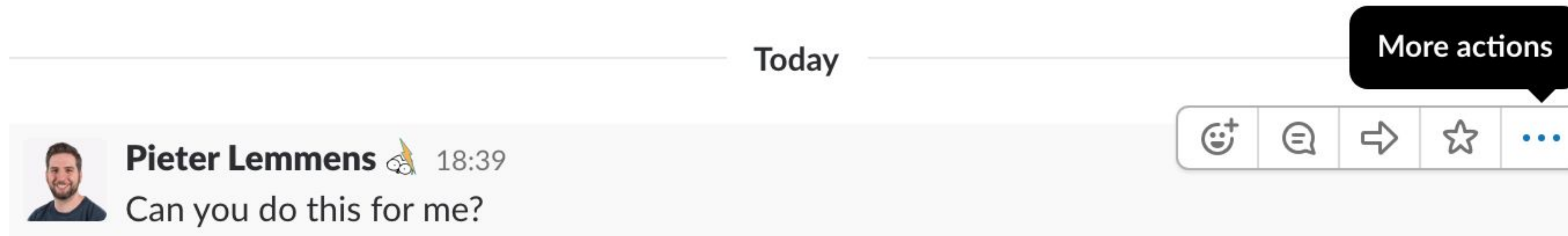
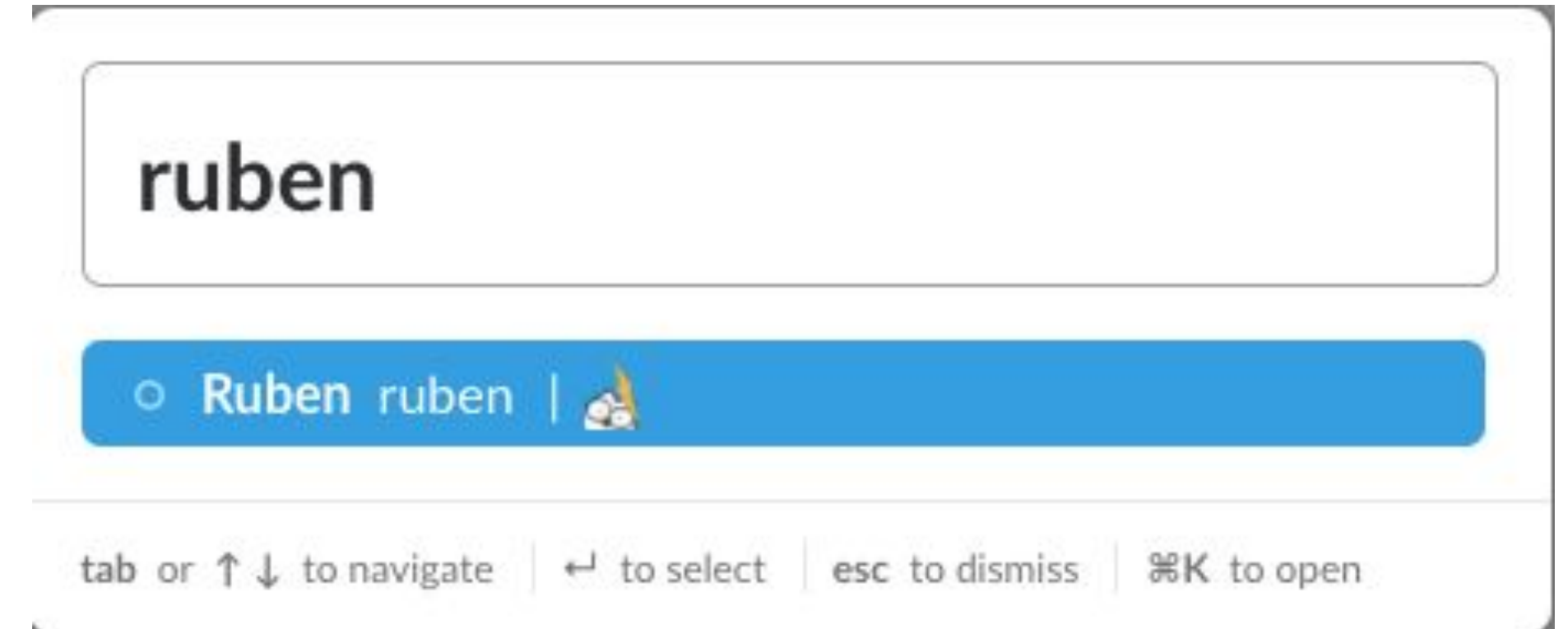
Make screenshot on mac:

- **SHIFT + CMD + 3 = Make screenshot of full screen**
- **SHIFT + CMD + 4 = Make screenshot of part of screen**
- **SHIFT + CMD + 4, select area + press space bar = Drag selection area**
- **SHIFT + CMD + 4, then press space bar = Make screenshot of 1 window**
- **(Mojave only) SHIFT + CMD + 5 = Show menu with above options**

> Hold CTRL to copy to clipboard instead of saving file on desktop

Tips & Tricks : Slack

- CMD + K (PC: CTRL + K) = switch to other person
- /remind me to do this tasks in one hour
(or 'More actions' > 'Remind me about this')



Tips & Tricks : Chrome

- GQueues for Gmail / GQueues for Google Calendar
- Linkclump: Lets you open multiple links at the same time.
- Full Page Screen Capture Chrome plugin
- Better History: A better look at your browsing history.

The screenshot shows the Chrome History page with a sidebar on the left containing links for History, Activity, Devices, Search, Statistic, and Settings. The main area is titled 'Activity' and features a search bar for 'Search title or url'. Below the search bar is a calendar navigation interface with tabs for 'Today Feb 7th', 'Yesterday Feb 6th', 'Monday Feb 5th', 'Sunday Feb 4th', 'Saturday Feb 3rd', 'Friday Feb 2nd', and 'Thursday Feb 1st'. A row of circular icons represents the days of the month, with '16' highlighted. The time '16:00' is displayed at the top left of the activity list, and a 'Delete...' button is at the top right. The activity list contains three entries, each with a red dot icon, a title, and a timestamp:

- Story #62248: As an editor I want to add documents so that I can add more valuable resources to our educational section - [redacted] website (fixed price) - Dropsolid Issue tracker 16:56:17
<https://redmine.dropsolid.com/issues/62248>
- Story #62247: As a member I want to see private member news in the news overview so that I can discover members only articles - [redacted] website (fixed price) - Dropsolid Issue tracker 16:53:41
<https://redmine.dropsolid.com/issues/62247>
- Story #62246: As a member I want to see private member events in the agenda so that I can discover 16:53:54

In closing

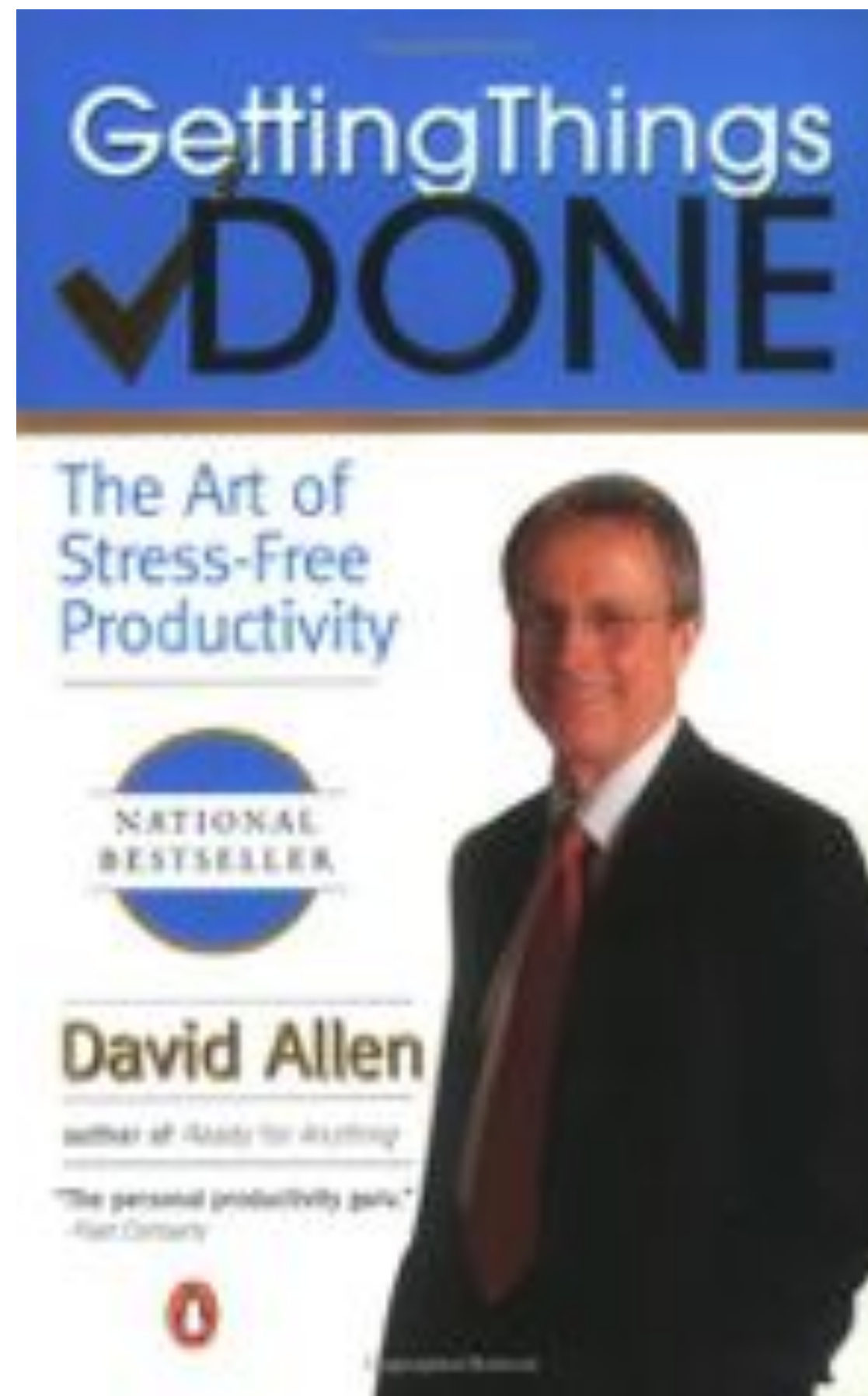
Optimize personal organisation

=

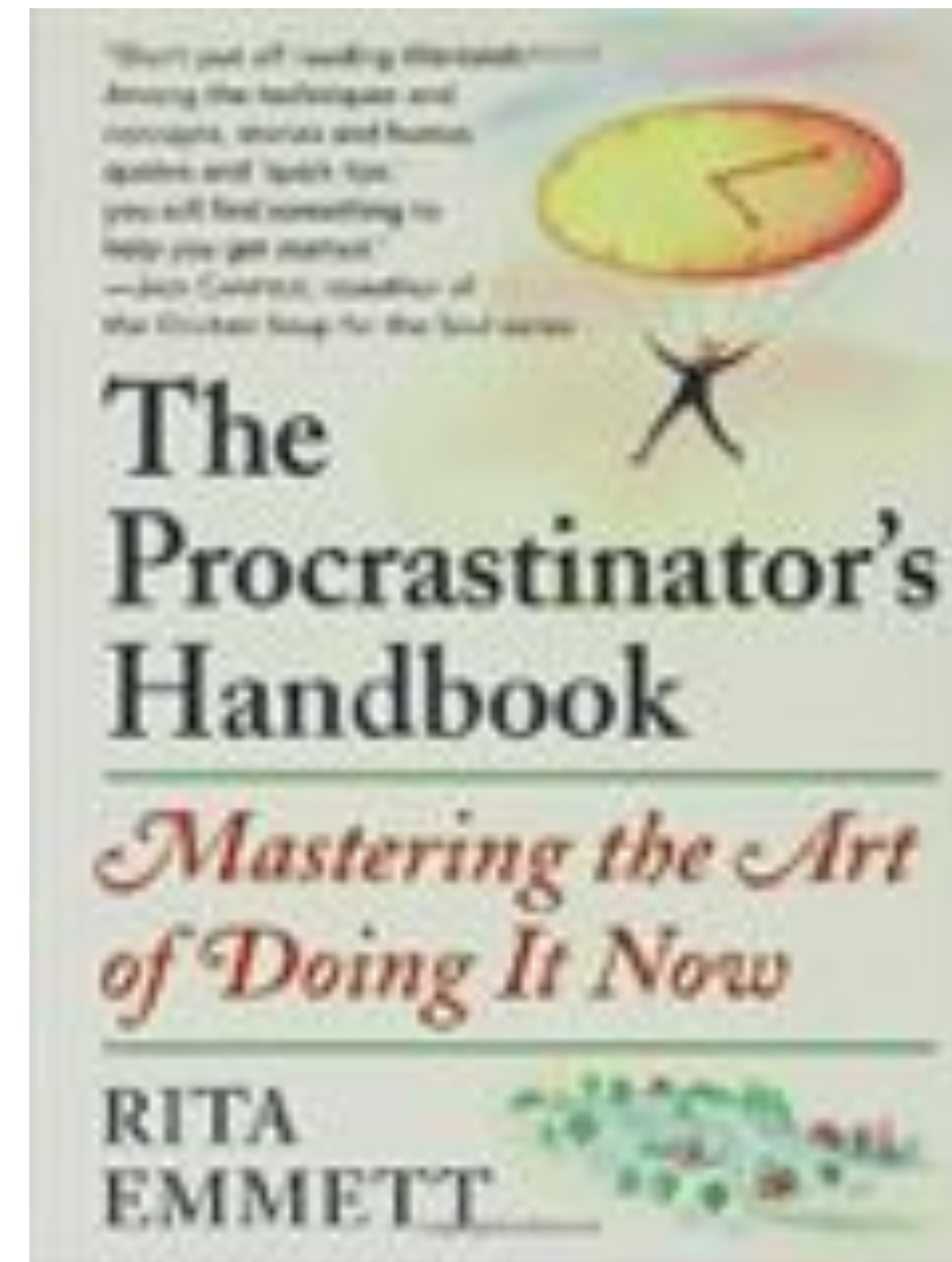
Clear mind, no worries and
more time for fun stuff



Books that might help you



<https://www.bol.com/nl/f/getting-things-done/39492293/?country=BE>



<https://www.amazon.com/Procrastinators-Handbook-Mastering-Art-Doing/dp/0802775985>

The end

Questions?

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<https://www.linkedin.com/in/pieterlemmens/>

<https://twitter.com/pieterlemmens>



DRUPALCAMP GHENT

23 & 24 NOVEMBER 2018

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Your host on the internet

AMPLEXOR

