(N)	H	@	Project	Next Actions
1				○
2				○
3				○
4				○
5				○
6				○
7				○
8				○
9				○
10				○
11				○
12				○
13				○
14				○
15				○
16				○
17				○
18				○
19				○
20				○

(F)	Date & Time	H	Future Appoint- / Commitments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Reference

Time spent	Purge "unhelpful" commitments, Say no to "anything"
Effectivity	80/20 and also 50% longterm, 30% 2years, 20% 90days
Efficiency	Monotask, Batch process, Timebox, Do your worst
Meetings	Lead it or leave it.
Purpose	Why was this meeting scheduled?
Product	action / decision / process for finding a solution
People	stakeholder, wear their hats, few participants, minutes
Process	time, place, participants, agenda(timebox), equipment
aftermath	summarize 4Ps, get feedback, distribute minutes
THINK	before speaking True Helpful Inspiring Neccessary Kind
Assume	neglect and misunderstanding over bad intentions.

Winning Arguments
Calm & Professional
Facts !!
Ask: What? Why? What if?
Logic - overrated? careful
Higher values / motives
Active Listening
Agree but outweight
Wear their hats
Win-Win
Appeal to authority/friendship
Don't: get personal
get distracted
water down
Sneaky: oneliners, ridicule, provoke, distract, exaggerate

Alans Planning Model
1 Define Purpose & Principles
2 Outcome Vision, deliverables
3 Brainstorm
4 Organize, make it MECE
5 Identify next actions

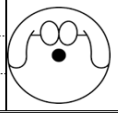
Coveys Seven Habits
1 Be Proactive
2 Begin with the End in Mind
3 Put First Things First
4 Think Win-Win
5 Seek First to Understand, Then to be Understood
6 Synergize
7 Sharpen the Saw

Roles & Goals

R1
R2
R3
R4
Ph
Me
So
Sp

Weekly Priorities

P	H	Description
A1		
A2		
A3		
B1		
B2		
B3		
B4		
B5		
C1		
C2		
C3		
C4		
C5		
C6		
C7		
C8		



Dogbert Essentials
unixgu.ru/dogbert

(T)	Collect Thoughts
1	○
2	○
3	○
4	○
5	○
6	○
7	○
8	○
9	○
10	○
11	○
12	○
13	○
14	○
15	○
16	○
17	○
18	○
19	○
20	○

(T)	Collect Thoughts
21	○
22	○
23	○
24	○
25	○
26	○
27	○
28	○
29	○
30	○
31	○
32	○
33	○
34	○
35	○
36	○
37	○
38	○
39	○
40	○

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Today's Priorities			Today's Priorities			
A1	○	○	○	○	○	○	○
A2	○	○	○	○	○	○	○
A3	○	○	○	○	○	○	○
B1	○	○	○	○	○	○	○
B2	○	○	○	○	○	○	○
B3	○	○	○	○	○	○	○
B4	○	○	○	○	○	○	○
B5	○	○	○	○	○	○	○
	Appointments / Commitments			Appointments / Commitments			
8							
10							
12							
14							
16							
18							
20							
22							
Ex							
TS							