

# Getting Things Done and other Life Hacks

How we try (and fail)  
to be as productive as David Faure

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KDAB, Novell

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# Outline

- 1 Introduction
- 2 Getting Things Done
- 3 Inbox Zero
- 4 Zanshin
- 5 Future goals

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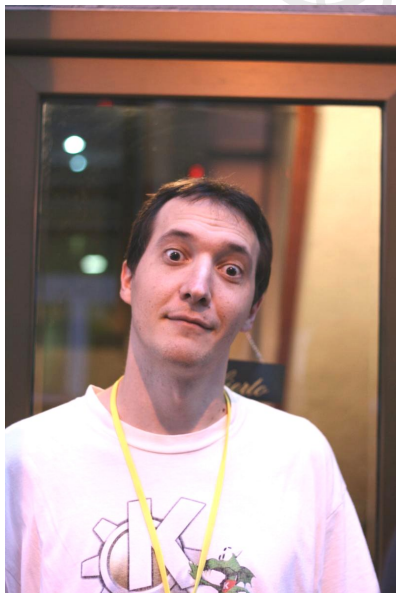
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# Usual suspect of productivity

Be blessed by one of his clones

- David Faure
- Suspect #42
- KDE ultimate architect
- Faithful followers:  
2184 SVN accounts
- Open issues:
  - Does he sleep?
  - Can he clone himself?





# How to improve your productivity

Solutions for mere mortals

## Life Hack

The term life hack refers to productivity tricks that programmers devise and employ to cut through information overload and organize their data.

Extract from Wikipedia

## Some examples

- Getting Things Done
- INBOX 0
- Hipster PDA
- Pomodoro Technique

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# Why Getting Things Done?

Because it's more fun than not

## Reasons

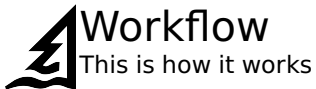
- Most of us have too many things to do to keep track of
- We try to keep it all in our heads
- Tasks compete for attention
- We fail at organizing everything
- This creates stress and further inefficiency



# GTD in 4 lines

- Describe all your tasks
- Record them systematically
- Carry them out according to a simple algorithm
- == A kernel scheduler for your head





The method consists of five phases

## Phases

- 1 Collect
- 2 Process
- 3 Organize
- 4 Review
- 5 Do



# Phase 1: Collect

You can't do what you don't know about

## Collect

- Everything you have to do
- Work, home life, education, ...
- All the things you feel like doing one day



# Phase 2: Process

This is where it happens

## Things you can do

- Do (if possible in 2 minutes or less)
- Delegate (teamwork)
- Defer

## Things you don't need to act on

- Bin it
- File it
- **Sit on it**



# Phase 3: Organize

Any system, as long as it works

## Organizing deferred tasks

- Organize according to scope
  - Next actions - immediate single actions
  - Projects - consist of multiple actions
  - Waiting for - things delegated or pending
  - Someday/maybe
- Organize according to context
  - Home
  - Work
  - Phone
  - Errands
  - Online
  - ...



# Phase 4: Review

Keep it up to date

## Review criteria

- Deciding which task to do
- Time needed
- Context
- Personal energy
- Due date
- **Regular review is important**



# Phase 5: Do

It's fun once you can concentrate again

## Doing the tasks

Tasks on their own are fun again

# Pitfalls

## What can go wrong

### Worker's block

- No magic fix for procrastination
- Getting hung up on organisation
- Choosing easy tasks to displace hard ones
- Neglecting to keep your GTD system up to date

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# INBOX 0

# Delete Delegate Respond Defer Do

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# How did it start?

See how a crazy idea is born

- I want to type "todo: buy carrots" in krunner
- I want it to do the Right Thing(tm)
- I want it to integrate nicely into my tools and workflow
  
- Looks like a whole lot of itches to scratch...
- People paying attention want to scream already:
  - Runner!
  - Akonadi!
  - Nepomuk?



# What was already there?

The sad part of the story

Yay!

- KOrganizer integrates with our other PIM tools
- Akonadi works nicely since 4.2, more resources coming
- krunner is here, lacks only the runner I need

But...

- KOrganizer Todo view is well... erm...
- No direct use of Akonadi yet, only through the kresource bridge \*sigh\*
- What's the point of a krunner if organizing the Todos is a pain?

OK... Maybe I just wanted my own application anyway...



# Zanshin?

Yes, I want to practice Zanshin

Zanshin is a term used in the Japanese martial arts. It refers to a state of awareness – of relaxed alertness. The literal translation of zanshin is "remaining mind".

Extract from Wikipedia

In karate, zanshin is the state of total awareness. It means being aware of one's surroundings and enemies, and also being prepared to react.

Extract from Wikipedia

If your mind is empty, it is always ready for anything; it is open to everything.

– Shunryu Suzuki



# Features

Hopefully it's already useful

- Two modes: project centric vs context centric
- Filtering on what you're focusing on
- Designed with ease of use in mind
- Yet powerful, keyboard driven for power users
- Completely based on Akonadi





# Showtime

With a small prayer to Murphy's law

## DEMO

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# Already planned

## Lots of basic stuff missing

- Date input, Filtering, Undo/Redo
- Schedule actions in the future
- First run wizard

## More advanced features

- libzanshin is a prerequisite there... yet another lib \*sigh\*
- A Runner! (no I'm not giving up on it)
- Support for dropping a context or a project on your desktop
- Linking projects or contexts to activities
- Creating actions from a mail, a bug report, etc.

# Help needed

- Badly need icons!
- Usability review
- Test and feedback
- A "Remember The Milk" Akonadi Resource anyone?
  - No I won't do it as I don't use it...
  - ... but yeah seems popular so a rich client for it could be nice

# Questions?

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