

Take Control of Your Time

ACEs 2018: Take Control of Your Time
<http://takecontrolbooks.com/>

Jeff Porten, jeff@jeffporten.com
#ACEsConf2018_TCoT

“A&Q”

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Show of Hands

0.00

**Raise your hand if you are currently using a
productivity system.**

(software, based on a book, etc.)

Show of Hands

0.00

**Raise your hand if you are on track
to complete personal goals
you have set for yourself.**

(Personal = not work.)

Show of Hands

0.00

**Raise your hand if you have
enough free time.**

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Show of Hands

0.00

**Raise your hand if one of these
questions nearly made you
burst out laughing.**

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Everyone Do This

0.00

Take out your phones.

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Everyone Do This

0.00

Fire up Twitter.

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Everyone Do This

0.00

If this talk reminds you of
a good idea or practice you use:
tweet it.

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Everyone Do This

0.00

If this talk reminds you of
a question or problem you have:
tweet it.

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Everyone Do This

0.00

We'll use these at the end of the talk.

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Everyone Do This

0.00

Please don't otherwise play
with your phone.

Or read Twitter.

(You can zone out during Q&A.)

The TL;DR

0.00

Use Pointers in Your Brain Code

Join the SPC(IT)C

Sane Calendars and Task Management

How to Shave Your Yak

Fail Successfully

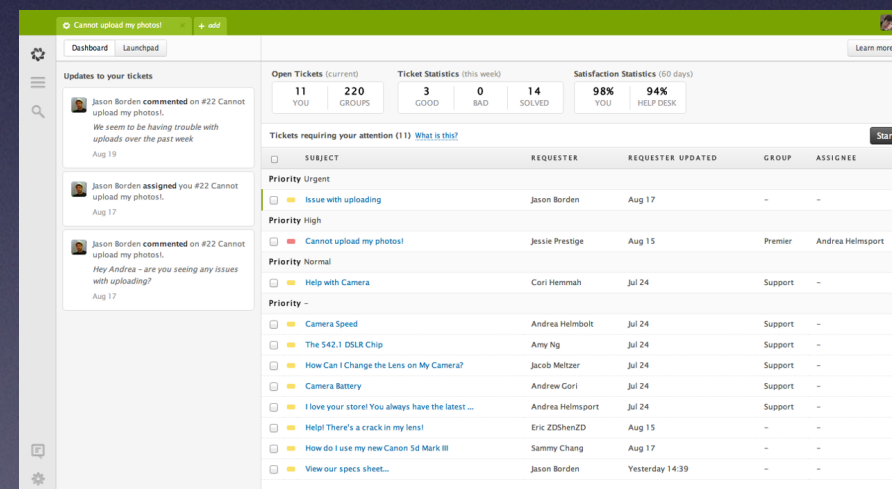
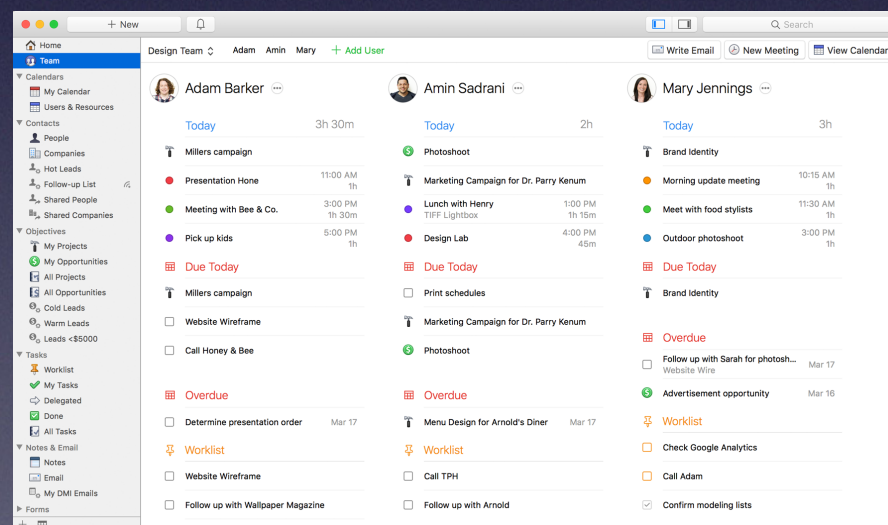
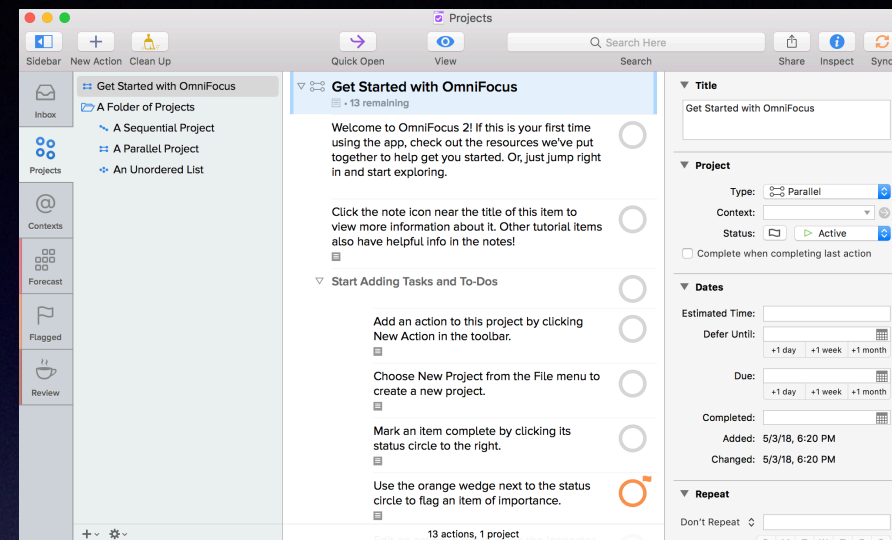
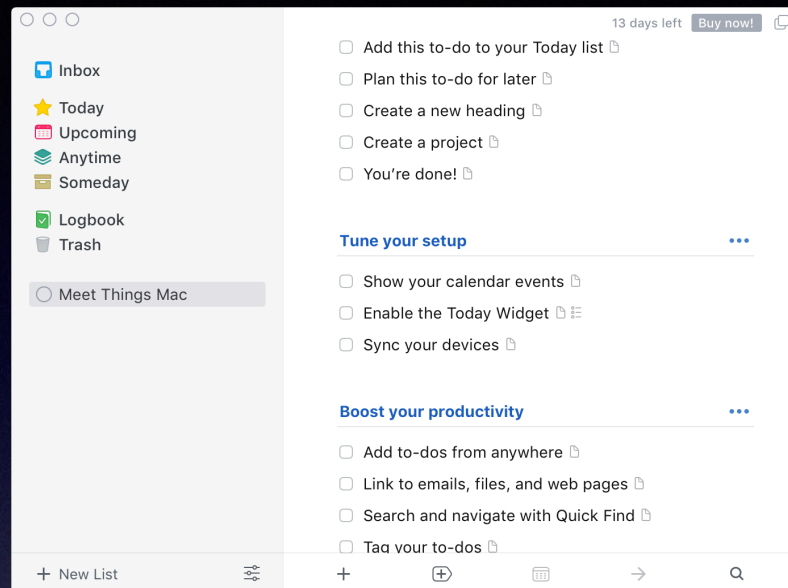
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Many Ways to Get Organized



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The image displays a large number of business cards and postcards of various shapes and sizes, scattered on a dark, textured background. The cards are arranged in a somewhat haphazard manner, with some overlapping others. They feature a wide variety of designs, including logos, photographs, and text. Some cards are for local businesses, while others appear to be for national or international organizations. The colors of the cards range from bright and vibrant to more muted and professional. The overall impression is one of a large collection of diverse business-related materials.

A close-up photograph of a child's hands held out, palms facing forward. The hands are covered in vibrant, multi-colored body paint. The paint features various words and phrases in different colors and fonts. On the left hand, words include 'Loud', 'goofy', 'True', 'Green Eyes', 'Woman', 'Just', 'A-Giving', 'Friend', 'Daughter', 'To-Go', 'To-Be', 'To-Do', 'To-Be', 'To-Do', 'To-Be', 'To-Do'. On the right hand, words include 'Strong', 'Mother', 'Self-Conscious', 'Faith', 'To-Go', 'To-Be', 'To-Do', 'To-Be', 'To-Do', 'To-Be', 'To-Do', 'To-Be', 'To-Do'. The background is a blurred green, suggesting an outdoor setting.

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Use Pointers

- Use pointers to take control of what you already do.

```
struct box * p = ...;  
p->width = 20;
```

- ▶ A pointer is anything that tells you to go do what you stored or organized elsewhere.
- ▶ A pointer means you can relax about where you put things.
- ▶ A pointer tells you where to put things.
- ▶ Allows you to organize in place for efficiency.

Rules to Make It Work

- Choose tools, and add goals, projects, tasks, and information.

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- **Your system produces manageable lists with what you need, and hides everything you don't.**

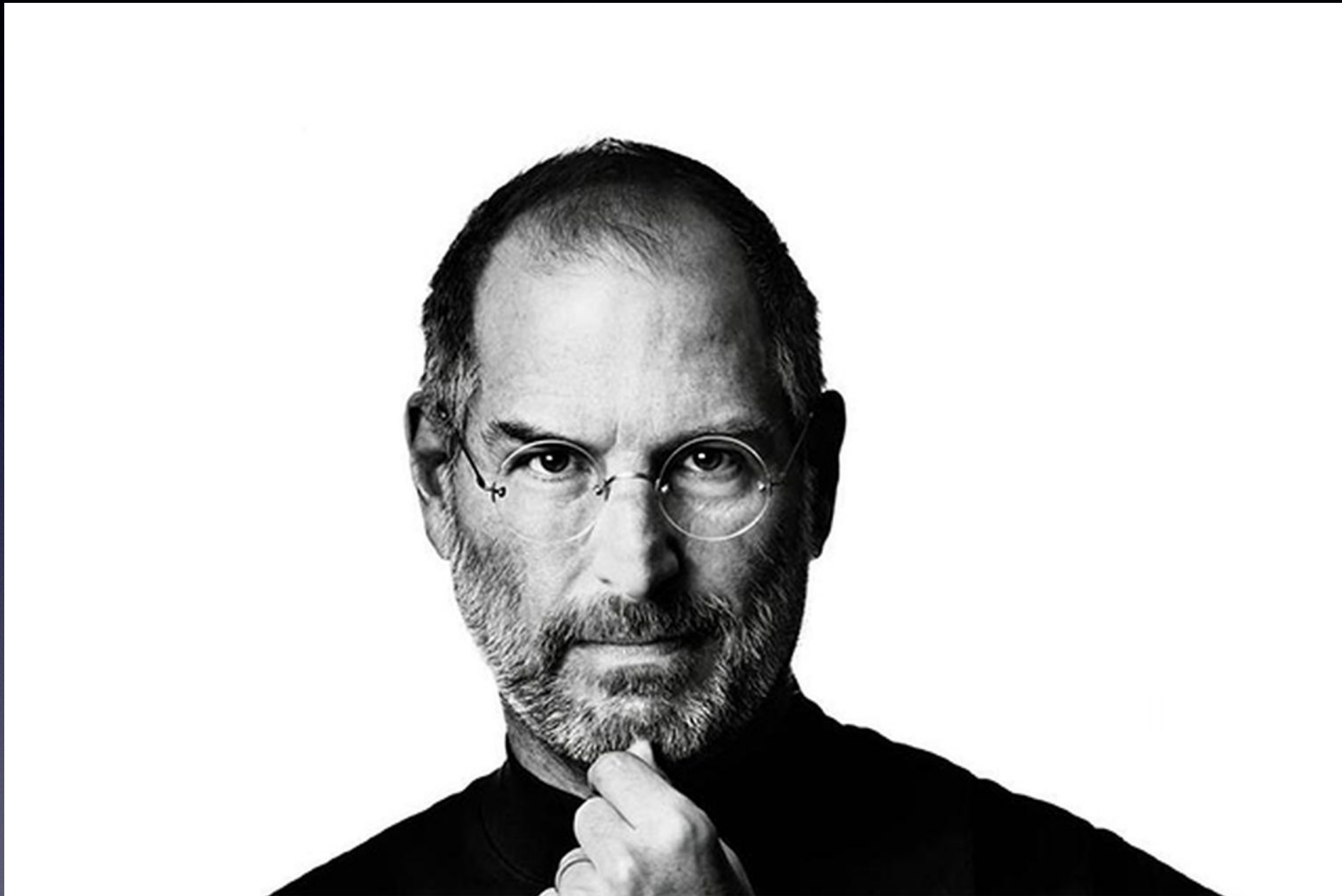
Rules to Make It Work

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- These lists tell you **where to go, what to do, and when to do it.**

Rules to Make It Work

- These lists tell you **where to go, what to do, and when to do it.**
 - ▶ Neuroscience: You get N decisions per day.
 - ▶ Exceed N, and you start making **bad decisions.**
 - ▶ “What’s for lunch” and “move my business to Toronto” both count as one.
 - ▶ Only way to refill the tank: get enough sleep.

Rules to Make It Work



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Set Goals and Plan Humanely



A promotional graphic for a live event featuring Tony Robbins. On the left is a large portrait of Tony Robbins in a blue suit and patterned tie. The background is a teal gradient with faint world map outlines. Text and logos are on the right.

 **BLOCKTECH**
Capital

PRESENTS

 **Power of Success**

FEATURING

TONY ROBBINS

— AND —

Niurka, Phil Town, Ryan Mitchell, JJ Virgin, Jason Flom,
Dr. Scott Wilson, Mike Lipkin



ALL LIVE & IN PERSON | CALGARY | **DEC. 20, 2017**
8:00AM to 5:30PM | Calgary Stampede

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Even Tony Robbins isn't
Tony Robbins.

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Your target is your best
“good day,” every day.

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Set Goals and Plan Humanely

- You can't "give 110%" any more than you can work 26.4 hours a day.

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- Planning peak mental exercise at all times is nuts.
- Compare yourself to an impossible standard, and no wonder you feel like crap.

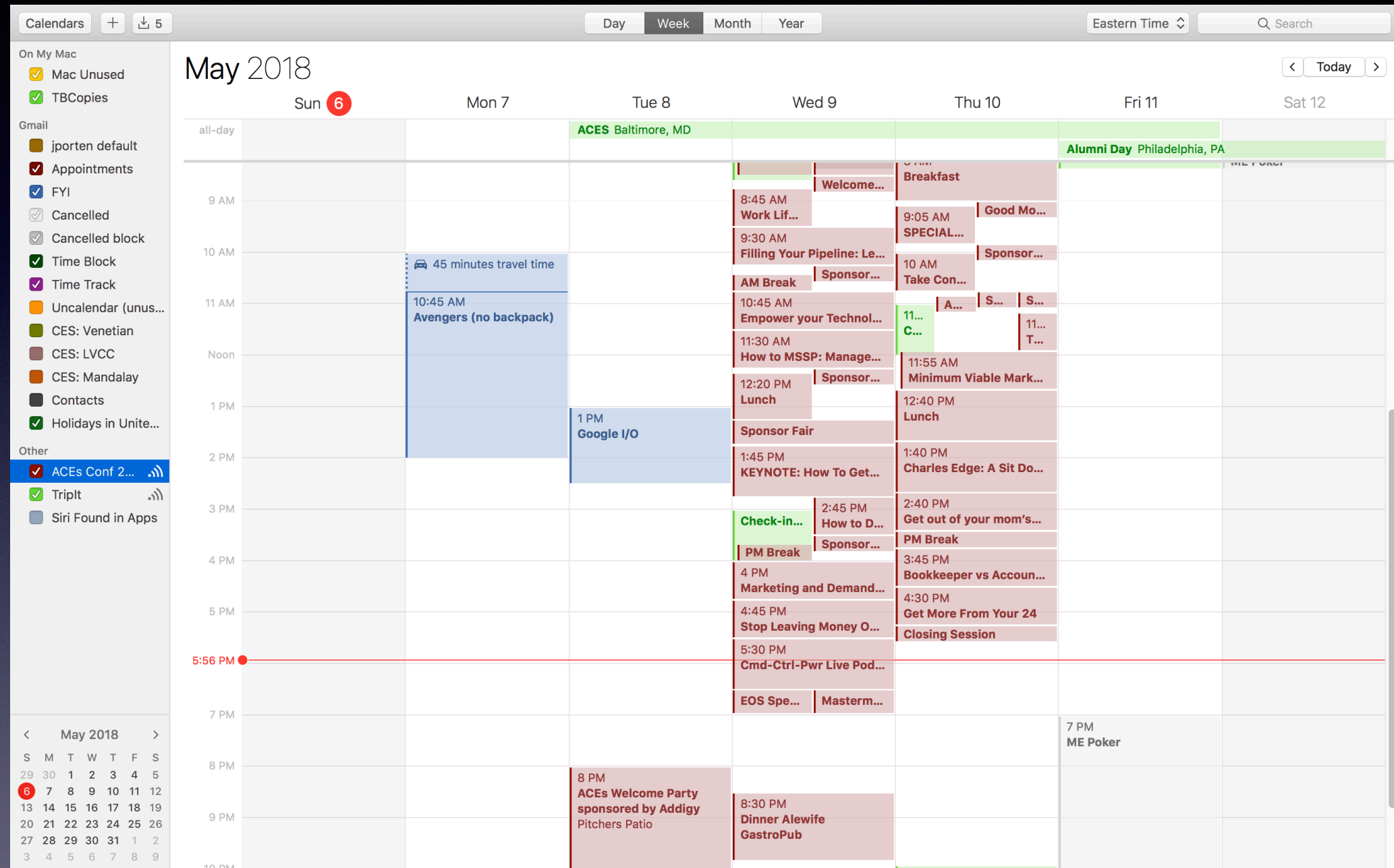
Set Goals and Plan Humanely

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- Compare yourself to an impossible standard, and no wonder you feel like crap.
- Your goal must be your **peak sustainable activity**.

Set Goals and Plan Humanely

- Your goal must be your **peak sustainable activity**.
 - ▶ Peak: Not an impossible “what I should get done,” but based on your best “good day.”
 - ▶ Sustainable: You can do this all year without revising your exit strategy to a \$1.95 valuation.
 - ▶ Exceptions must be defined, temporary, and **exceptional**.

Open and Full Calendars



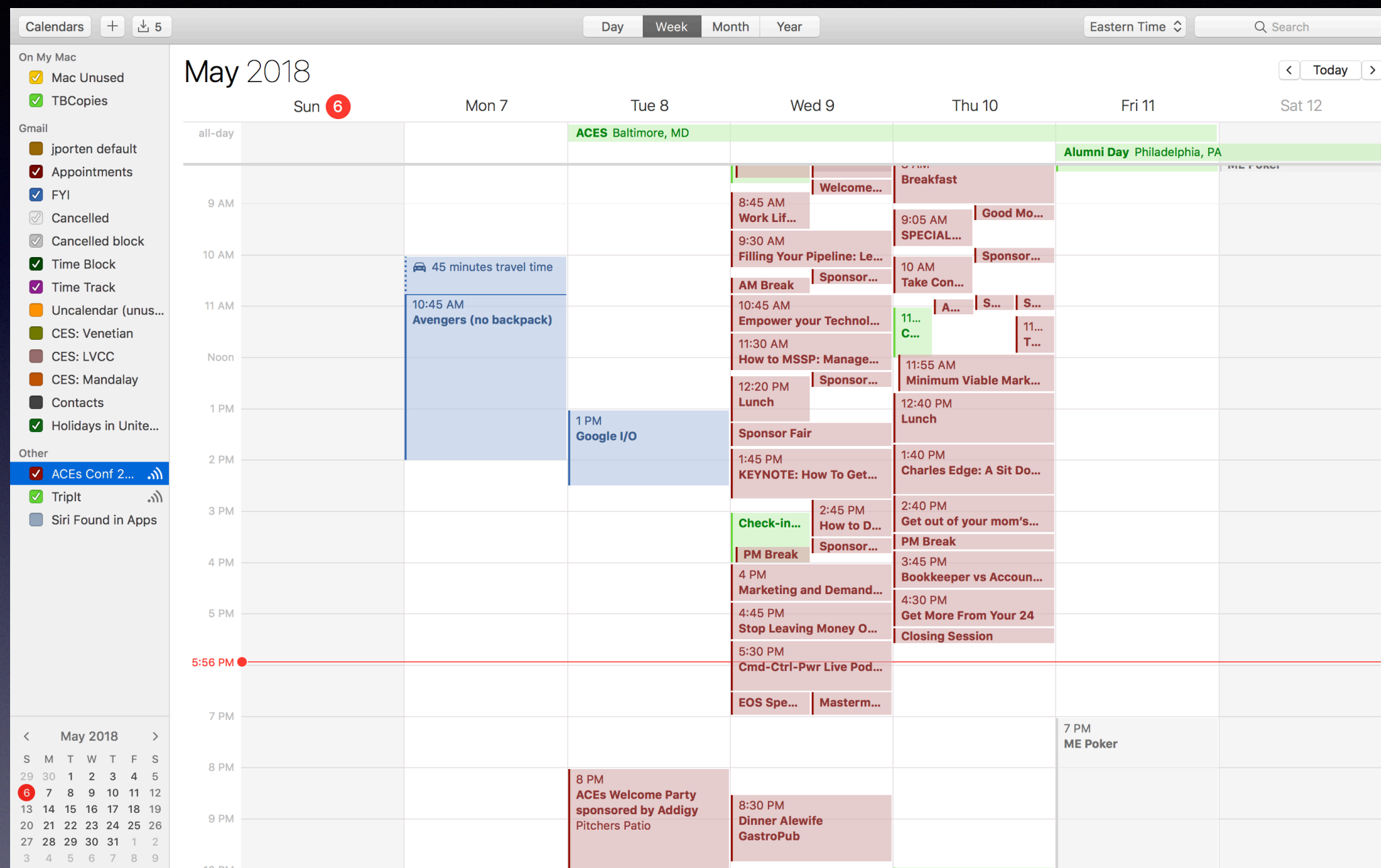
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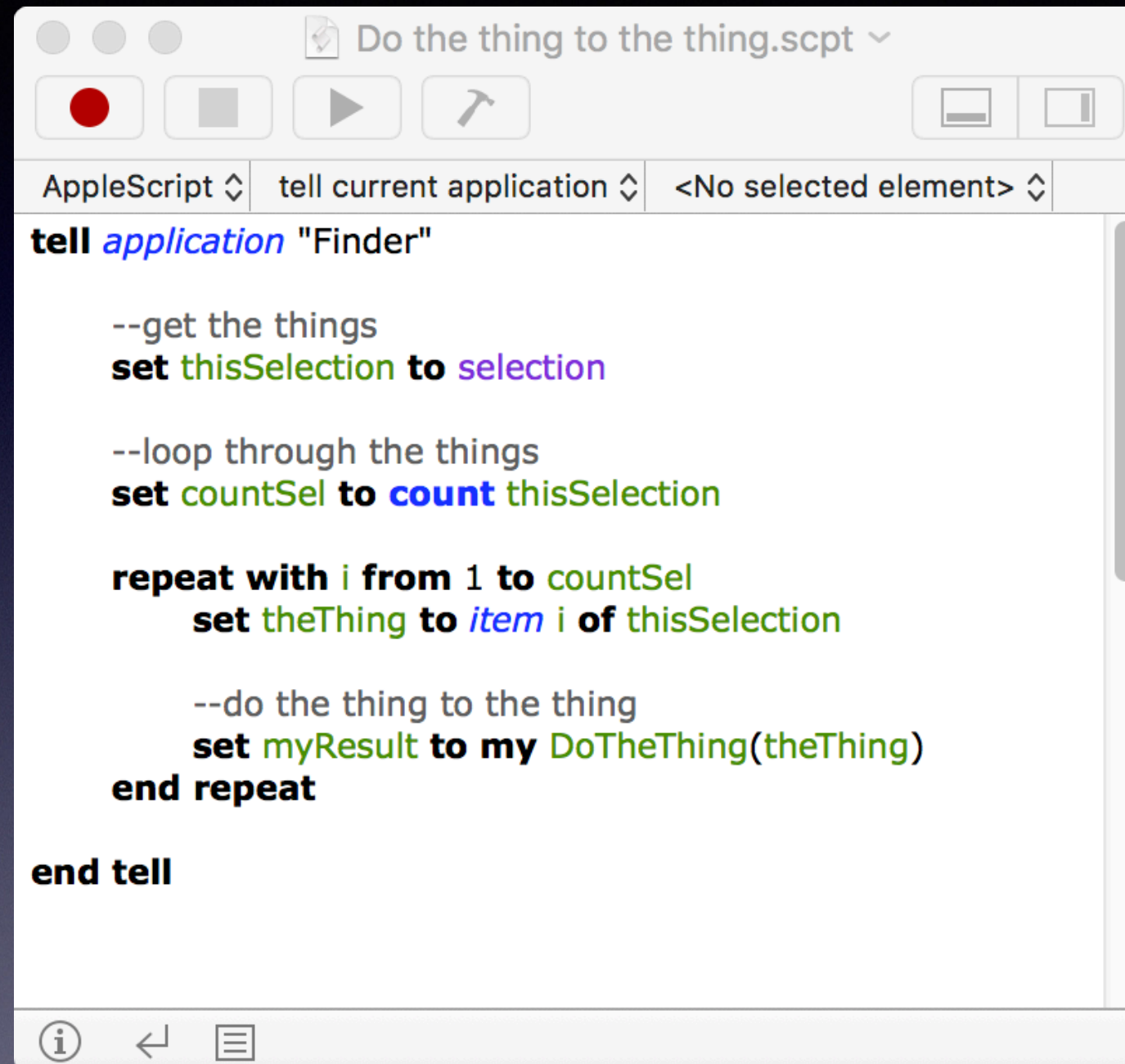
Open and Full Calendars



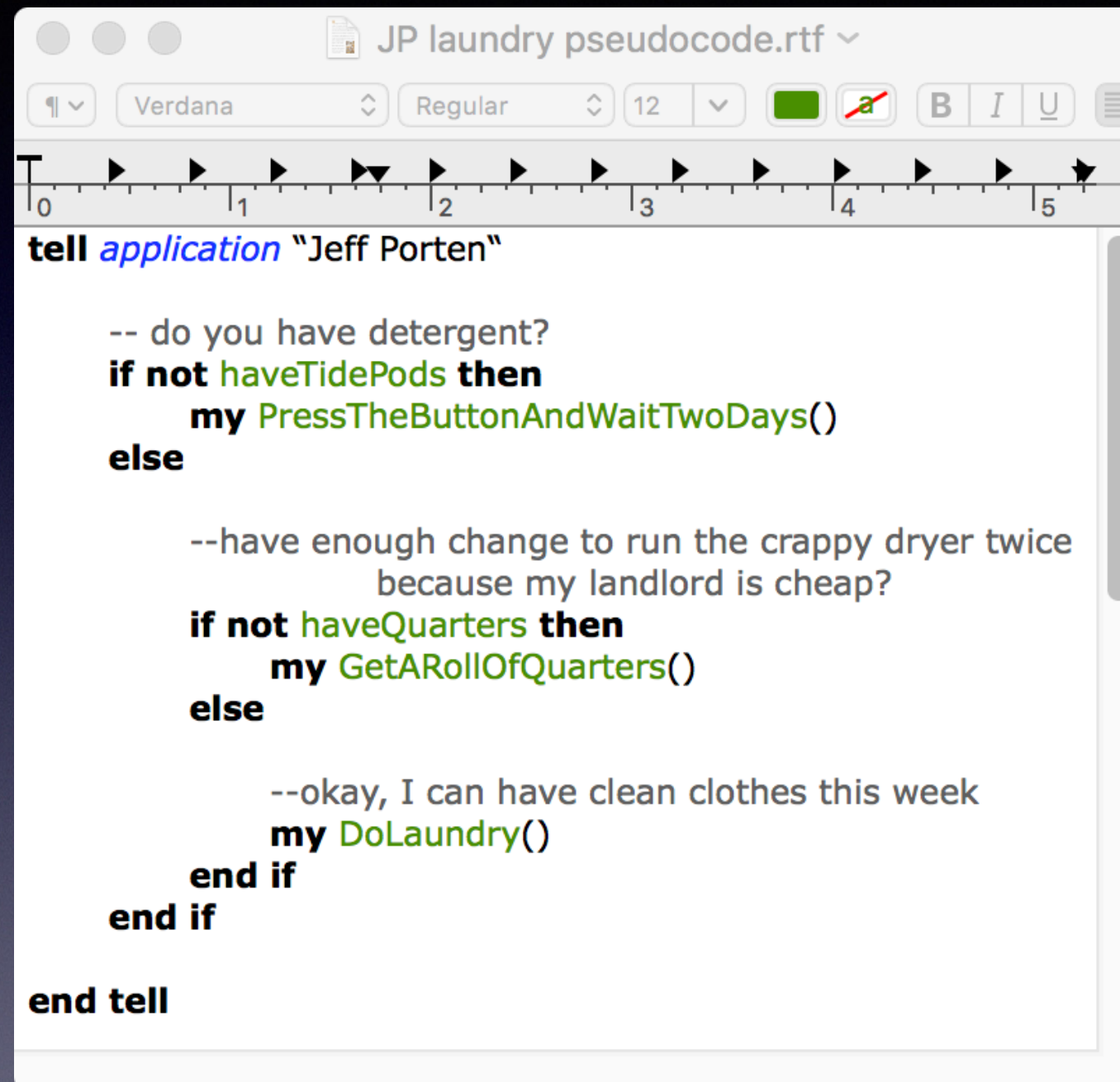
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Self-Document Your Brain Code



Self-Document Your Brain Code



```
tell application "Jeff Porten"

    -- do you have detergent?
    if not haveTidePods then
        my PressTheButtonAndWaitTwoDays()
    else

        --have enough change to run the crappy dryer twice
        because my landlord is cheap?
        if not haveQuarters then
            my GetARollOfQuarters()
        else

            --okay, I can have clean clothes this week
            my DoLaundry()
        end if
    end if
end if

end tell
```

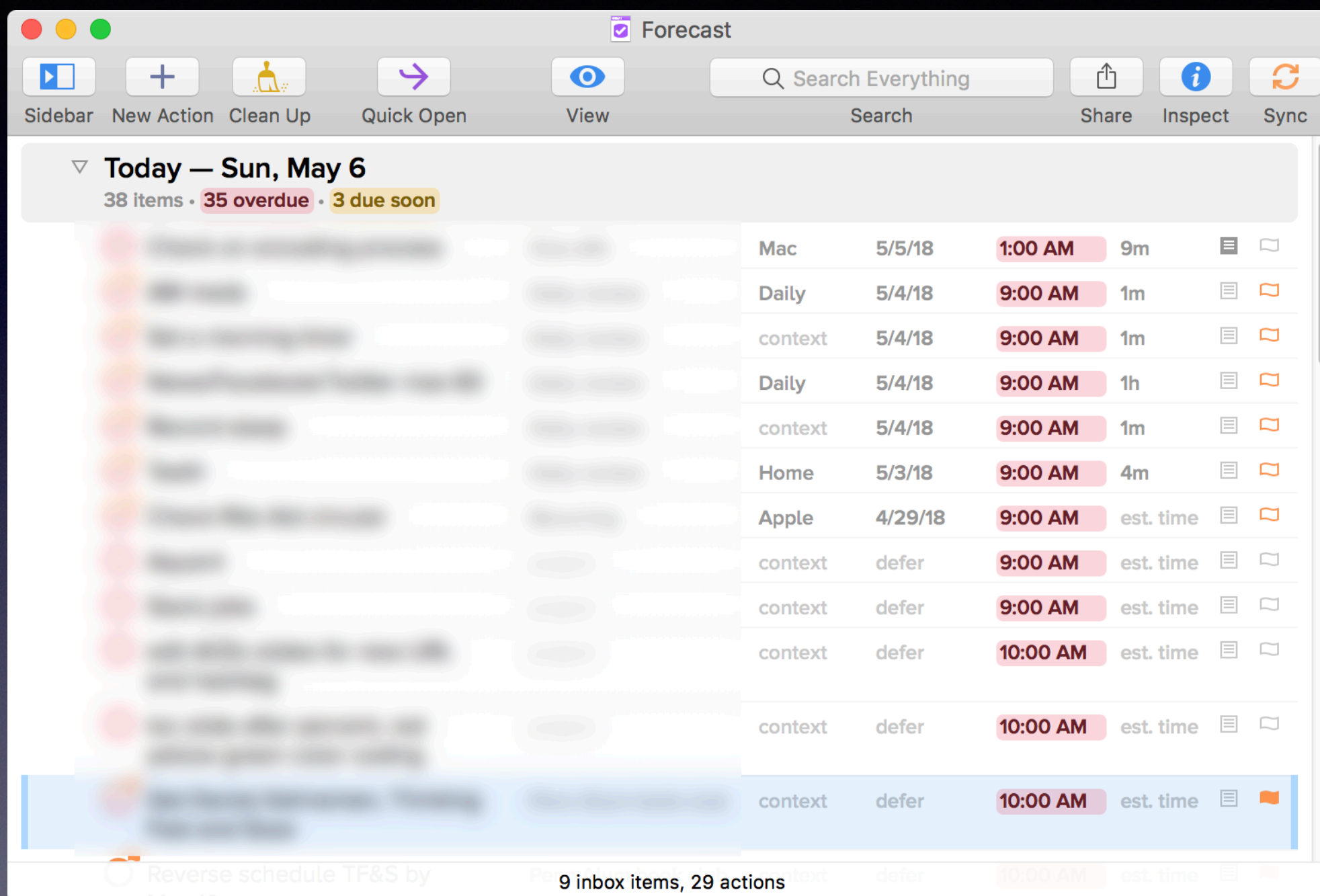

Sane Task Management

- A task is sufficiently granular when its name is a description of how to accomplish it.

Sane Task Management

- A task is sufficiently granular when its name is a description of how to accomplish it.
- Tasks are hard, firm, and soft.
 - ▶ Hard: consequential deadline.
 - ▶ Firm: part of a project with a hard deadline.
 - ▶ Soft: the date you picked at random when you want it to be done.

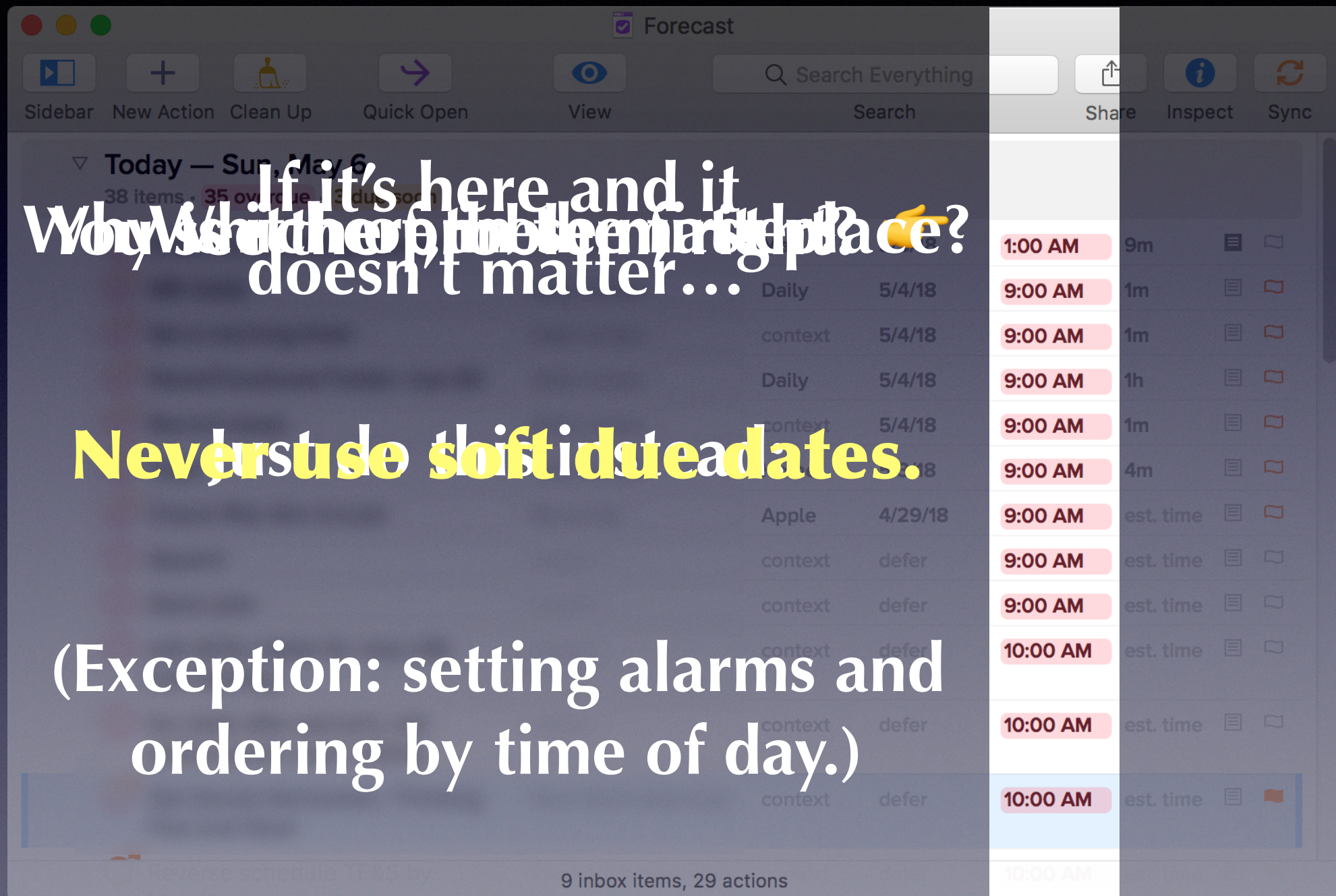
Sane Task Management



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Sane Task Management



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- Those come **after** hard due, and usually firm due. Then prioritized by category.

Sane Task Management

- Almost certainly, your due lists right now are mostly firm or soft.
- “As soon as possible” isn’t a due date, it’s a **category**: client demand, biz infrastructure, sales/marketing.
- Those come **after** hard due, and usually firm due. Then prioritized by category.
- You get to these because your due lists are shorter: only what’s actually due.

Yak Shaving



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Yak Shaving

**Have to restore crucial
client files from backup**

Yak Shaving

**Have to restore crucial
client files from backup**

**Time Machine has
eaten them**

Yak Shaving

**Have to restore crucial
client files from backup**

**Time Machine has
eaten them**

man tmutil

Yak Shaving

Have to restore crucial
client files from backup

Time Machine has
eaten them

`man tmutil`

**Realize it's an APFS
nightmare**

Yak Shaving

Time Machine has
eaten them

man tmutil

Realize it's an APFS
nightmare

man diskutil corestorage

Yak Shaving

`man tutil`

**Realize it's an APFS
nightmare**

`man diskutil corestorage`

**Check out other filesystems
on Wikipedia**

Yak Shaving

Realize it's an APFS
nightmare

man diskutil corestorage

Check out other filesystems
on Wikipedia

Find Wikipedia entry on
Yak Shaving

Yak Shaving

`man diskutil corestorage`

**Check out other filesystems
on Wikipedia**

**Find Wikipedia entry on
Yak Shaving**

Hey, I don't know anything about yaks
(Bos grunnius)

Yak Shaving

Check out other filesystems
on Wikipedia

Find Wikipedia entry on
Yak Shaving

Hey, I don't know anything about yaks
(*Bos grunnius*)

Average rainfall in Tibet
is 17" a year

Hey, remember that guy's files?

This is a song about that guy's files.



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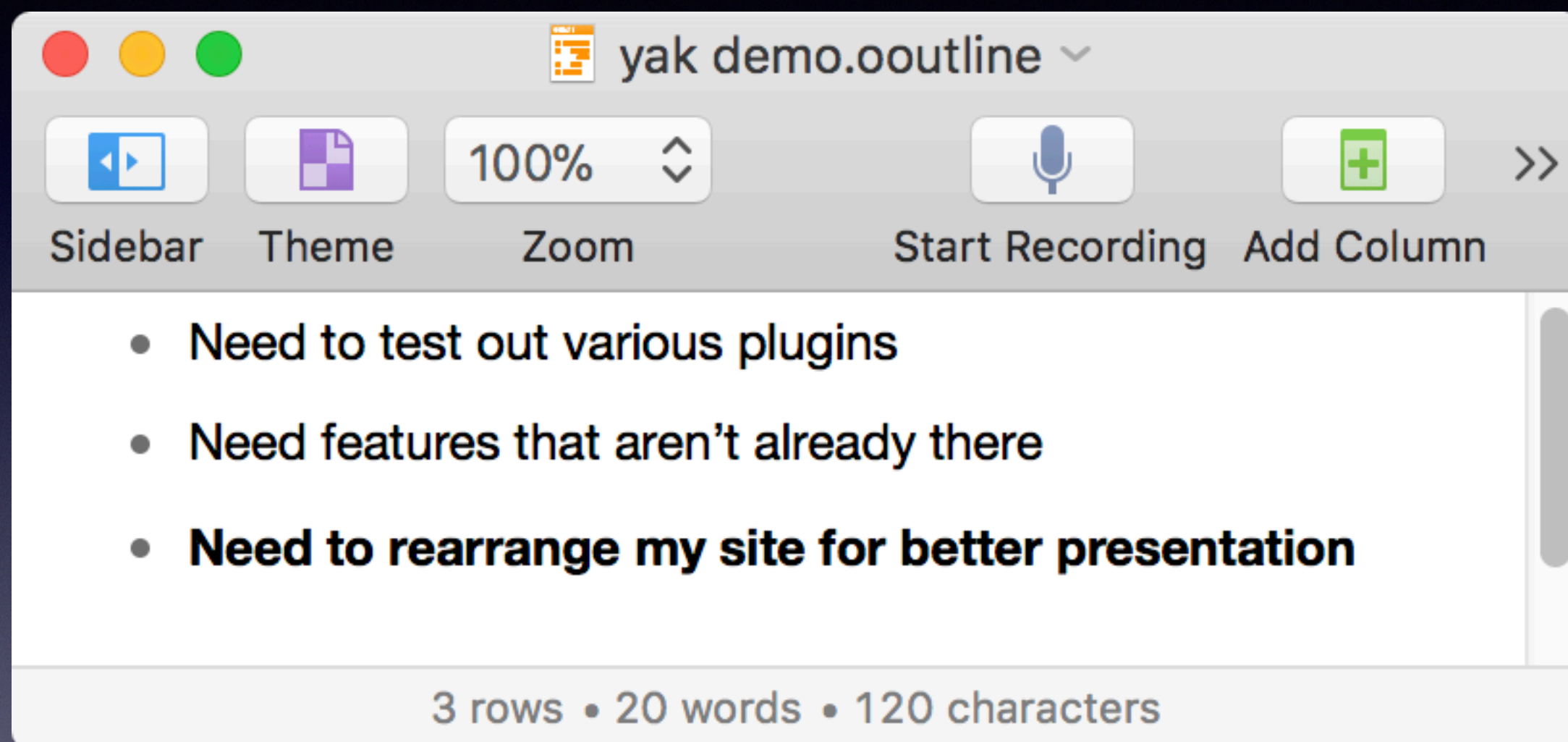
Yak Shaving

**Have to restore crucial
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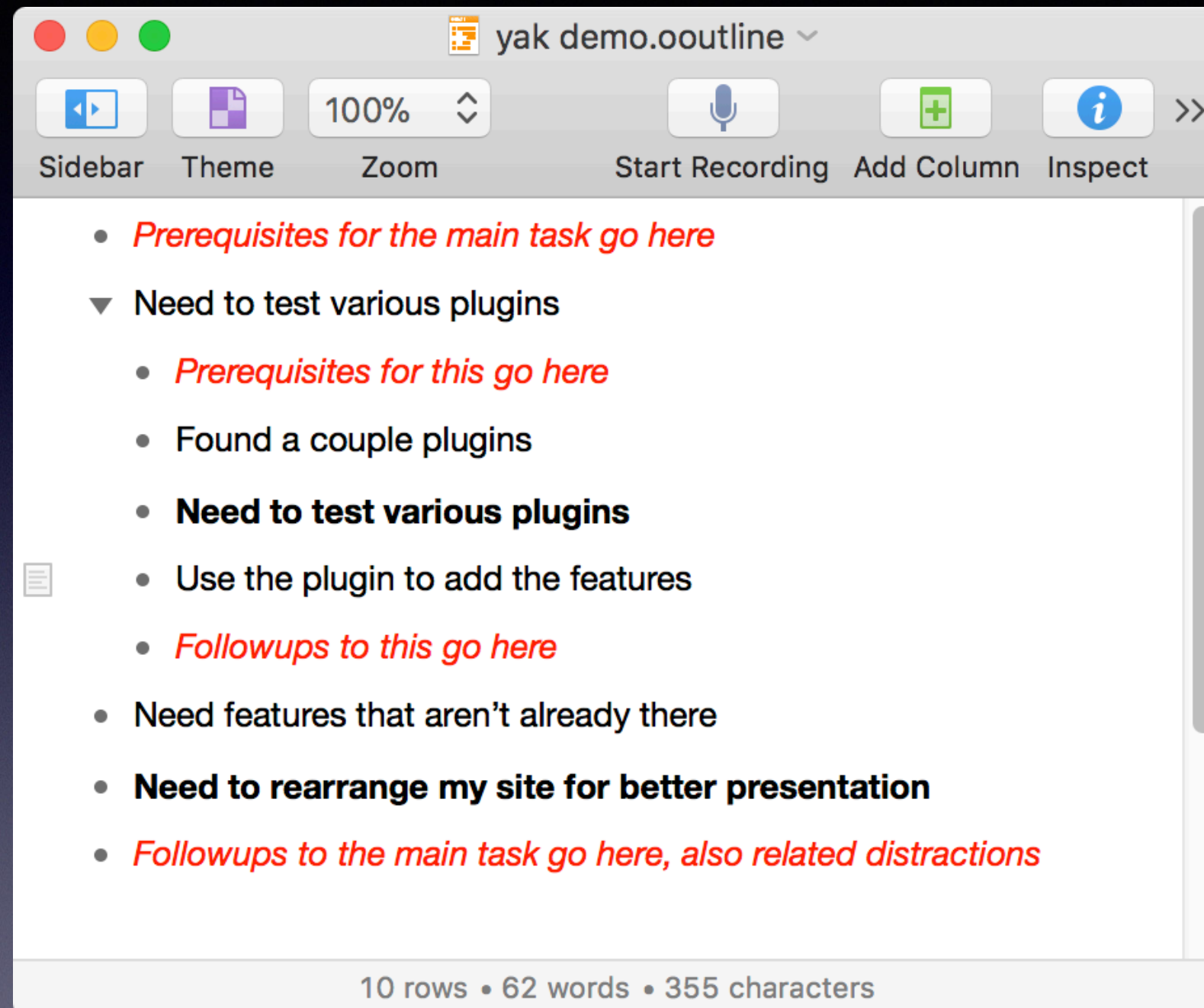
**Time Machine has
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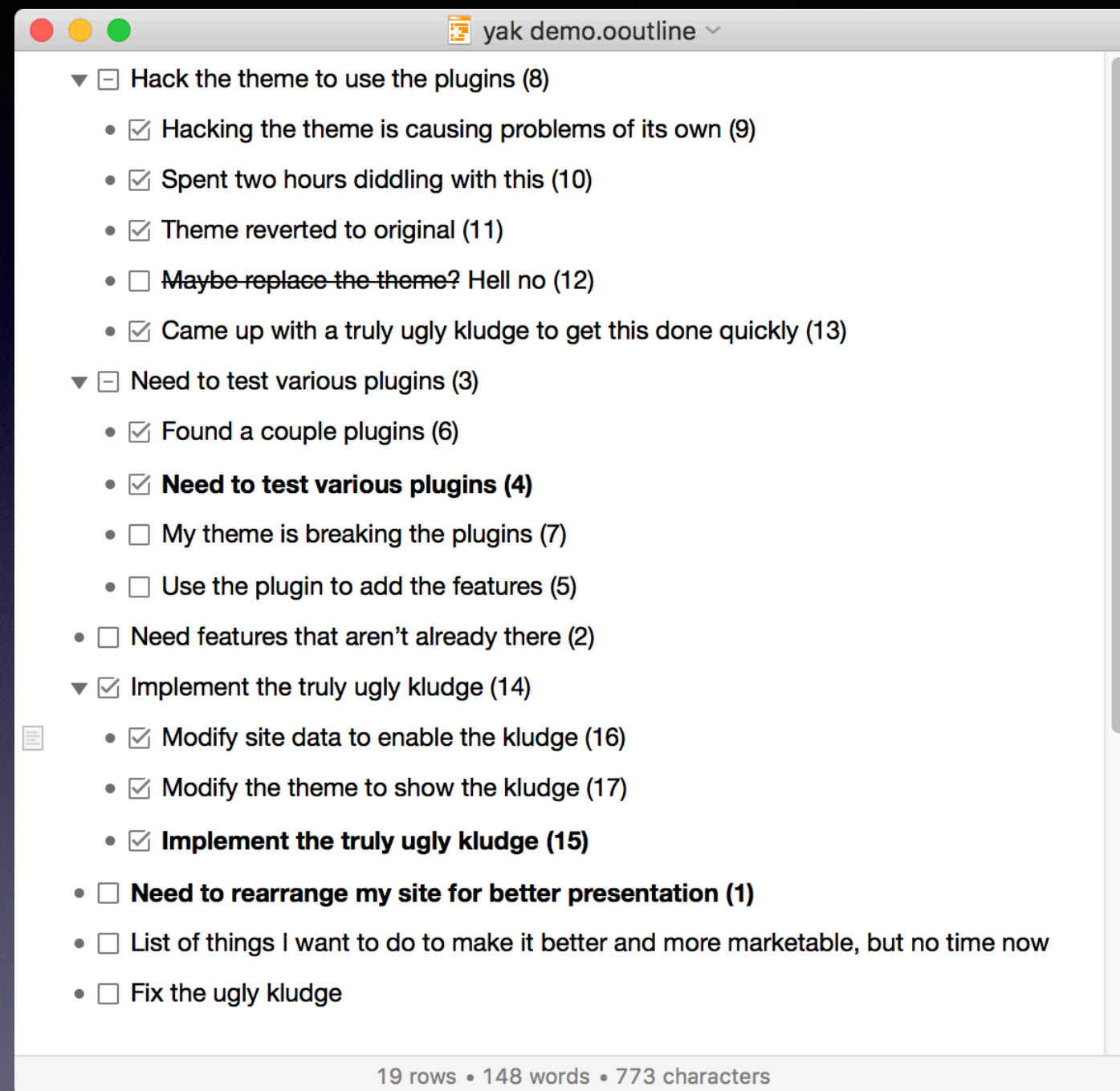
Yak Shaving



Yak Shaving



Yak Shaving



Fail Successfully

Recognize your triggers.

Fail Successfully

Recognize your triggers.

Identify your situation.

Fail Successfully

Recognize your triggers.

Identify your situation.

Keep your priorities straight.

Fail Successfully

Recognize your triggers.

Identify your situation.

Start over.

Keep your priorities straight.

Fail Successfully

Recognize your triggers.

Identify your situation.

Declare “Project Bankruptcy.”

Keep your priorities straight.

Start over.

Fail Successfully

Recognize your triggers.

Declare “Project Bankruptcy.”

Identify your situation.

Keep more notes.

Keep your priorities straight.

Start over.

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Fail Successfully

Recognize your triggers.

Declare “Project Bankruptcy.”

Identify your situation.

Keep more notes.

Review and generalize.

Keep your priorities straight.

Start over.

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Fail Successfully

Recognize your triggers.

Declare “Project Bankruptcy.”

Identify your situation.

Keep more notes.

Transition to normal.

Keep your priorities straight.

Review and generalize.

Start over.

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Fail Successfully

Recognize your triggers.

Declare “Project Bankruptcy.”

Identify your situation.

Keep more notes.

Reward yourself.

Keep your priorities straight.

Review and generalize.

Start over.

Transition to normal.

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Your Top Project

Where You're Going

How to Get There

Enjoy the Trip

Put that on your to-do list.

What the Hell Was This? 🙌

20.75

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Shameless Self-Promotion

$$20.75 \div 163 = 12.73\%$$

**I cut out all the hand-holding
and step-by-steps.**

**And the stuff for a
non-technical reader.**

**Like your clients, who will need you
more if they're more productive.**

Bulk orders are available.

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