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Rock, Pebble, Sand: Balancing All the Work

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**The following is based on
actual events.**

**Only the names, locations, and
events have been changed.**



***Turn to a neighbor
and share:
What are your biggest
projects?***



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Pebble, Rock, Boulder, Sand, Bucket

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Discussion/ Takeaways

Let’s hear what you’re using, what’s working, etc.







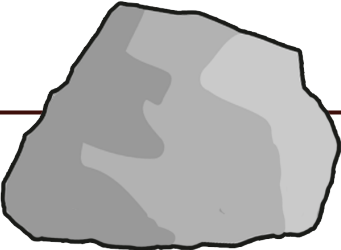
01

Project Classification

What's in your bucket?

Project Classification



Type	Pebble 	Rock 	Boulder 
Examples			
Time Required in # of Work Hrs			
Cost			
People			
Complexity			





***Turn to a neighbor
and share:
What gets in the way
of project work?***

What is your Sand?



Sand = **Tickets** ✨
Routine Ops
Fires
Etc.



What's in Your Bucket?



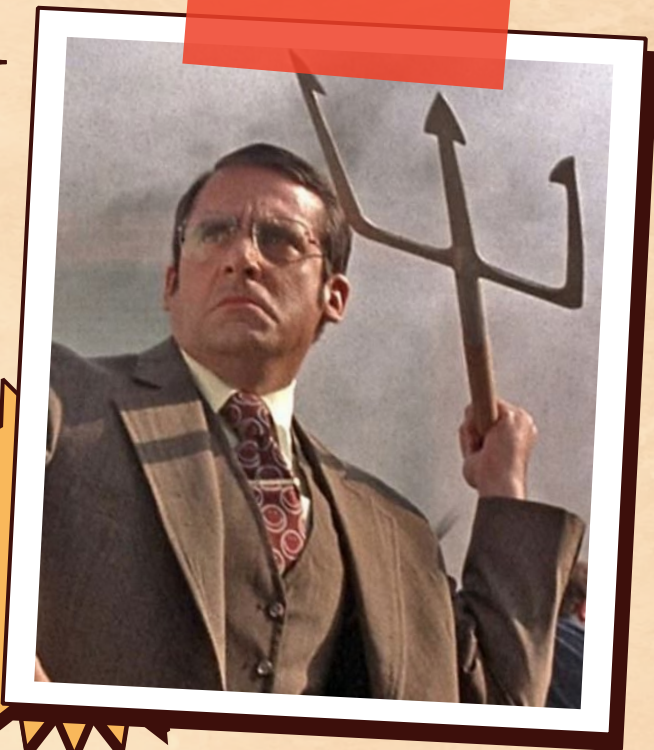
Bucket = **Your Capacity**

All the Rocks = **Your Project Portfolio**

Your bucket is what contains all
your rocks
(your project portfolio)

The size of your bucket is your
capacity

This means that you can only
take on so many projects
before things start spilling out



02

Urgent vs. Important

If everything is a priority, then nothing is.



手印と字印を以て、出品のシロモノを、致意ま、ゴロンは証、メタ万

出品のシロモノ、致意ま、ゴロンは証、メタ万

出品のシロモノ、致意ま、ゴロンは証、メタ万

出品のシロモノ、致意ま、ゴロンは証、メタ万

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出品のシロモノ、致意ま、ゴロンは証、メタ万

出品のシロモノ、致意ま、ゴロンは証、メタ万



The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	Do <i>Do it now.</i>	Decide <i>Schedule a time to do it</i>
Not Important	Delegate <i>Who can do it for you?</i>	Delete <i>Eliminate it</i>

Don't Overfill Your Bucket

***If you want to put something in the bucket,
you need to take something out (for now)***

- Be able to show what's already in the bucket
- Be Honest and Direct
- Prioritize and Propose Solutions
- Provide Evidence
- Suggest Alternatives
- Focus on Impact
- Be Flexible
- Schedule a Meeting
- Stay Professional and Positive





03



Tools & Techniques



Kanban Board

- Items are tasks and/or projects
- Items move from left to right
- Tailor by adding columns and lanes
- Works for ICs, Teams, or Portfolio
- Physical or digital



One rule:
Limit work in progress (WIP)

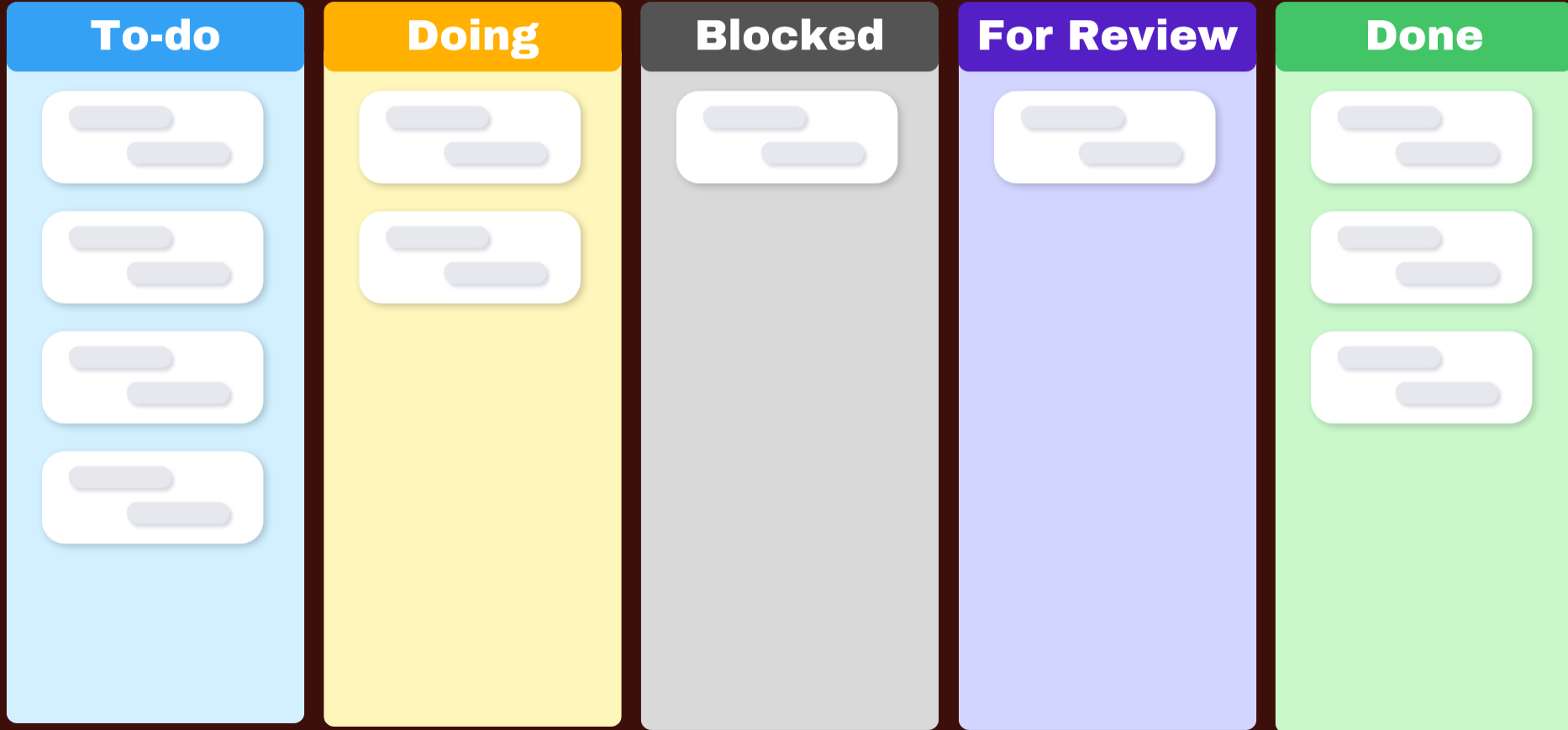
Kanban Board

Adding a "Review" Column



Kanban Board

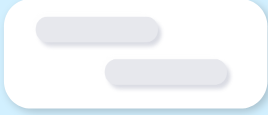
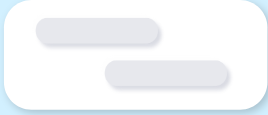
Adding a "Blocked" Column



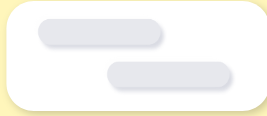
Kanban Board

Adding an "Urgent" Column

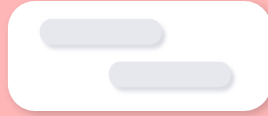
To-do



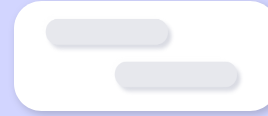
Doing



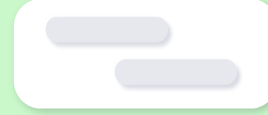
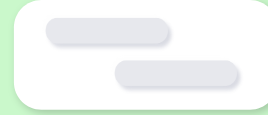
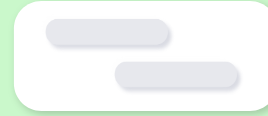
Urgent



For Review



Done



Kanban Board

Adding a "Hold/Scheduled" Column

**Hold/
Scheduled**

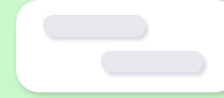
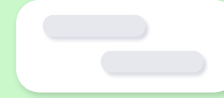
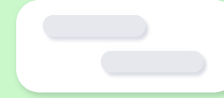
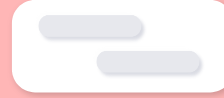
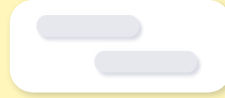
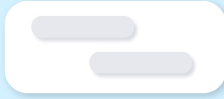
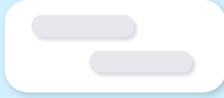
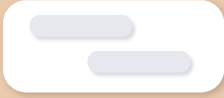
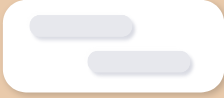
To-do

Doing

Urgent

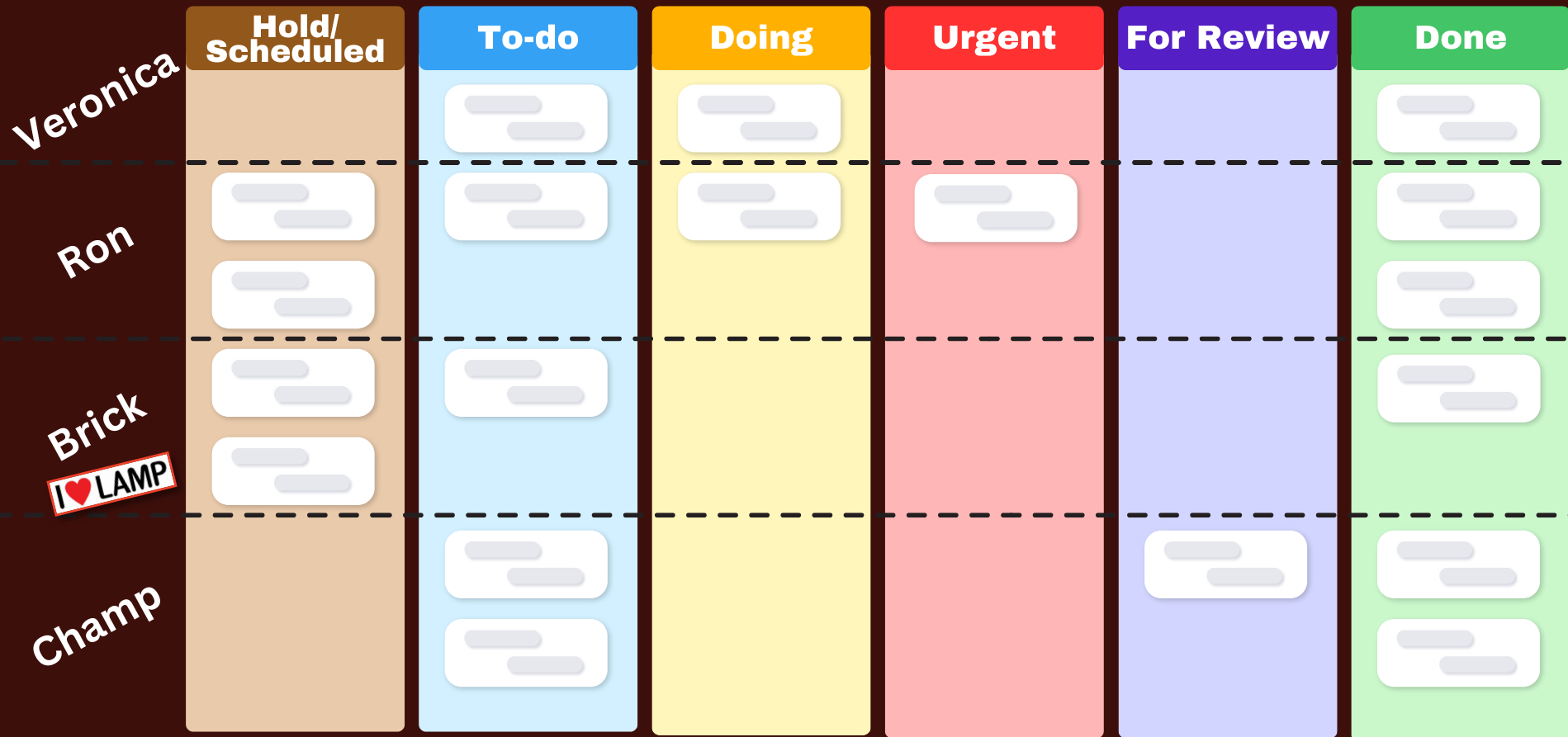
For Review

Done



Kanban Board

Adding Swimlanes by Person



Veronica

Hold/
Scheduled

To-do

Doing

Urgent

For Review

Done

Ron

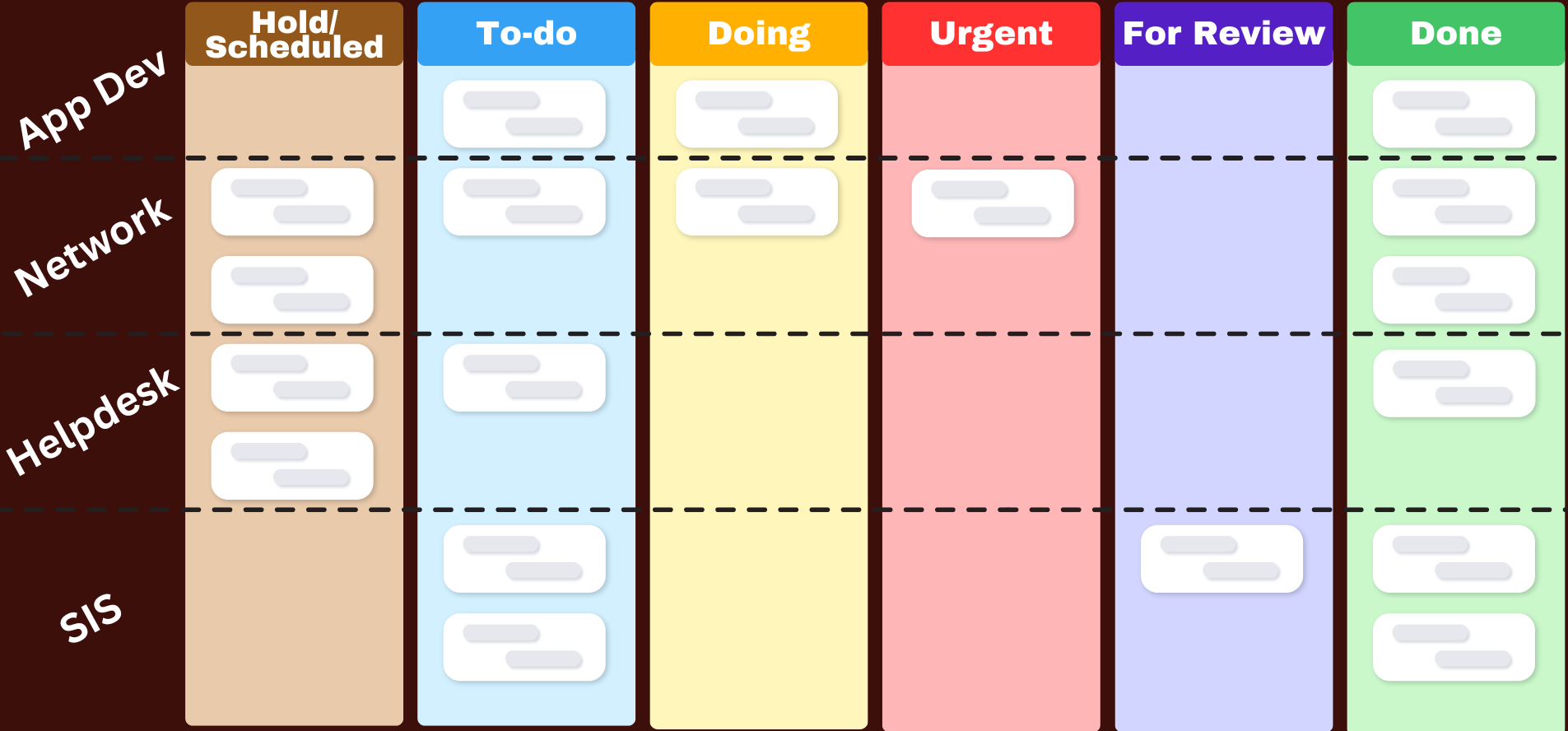
Brick

I ❤️ LAMP

Champ

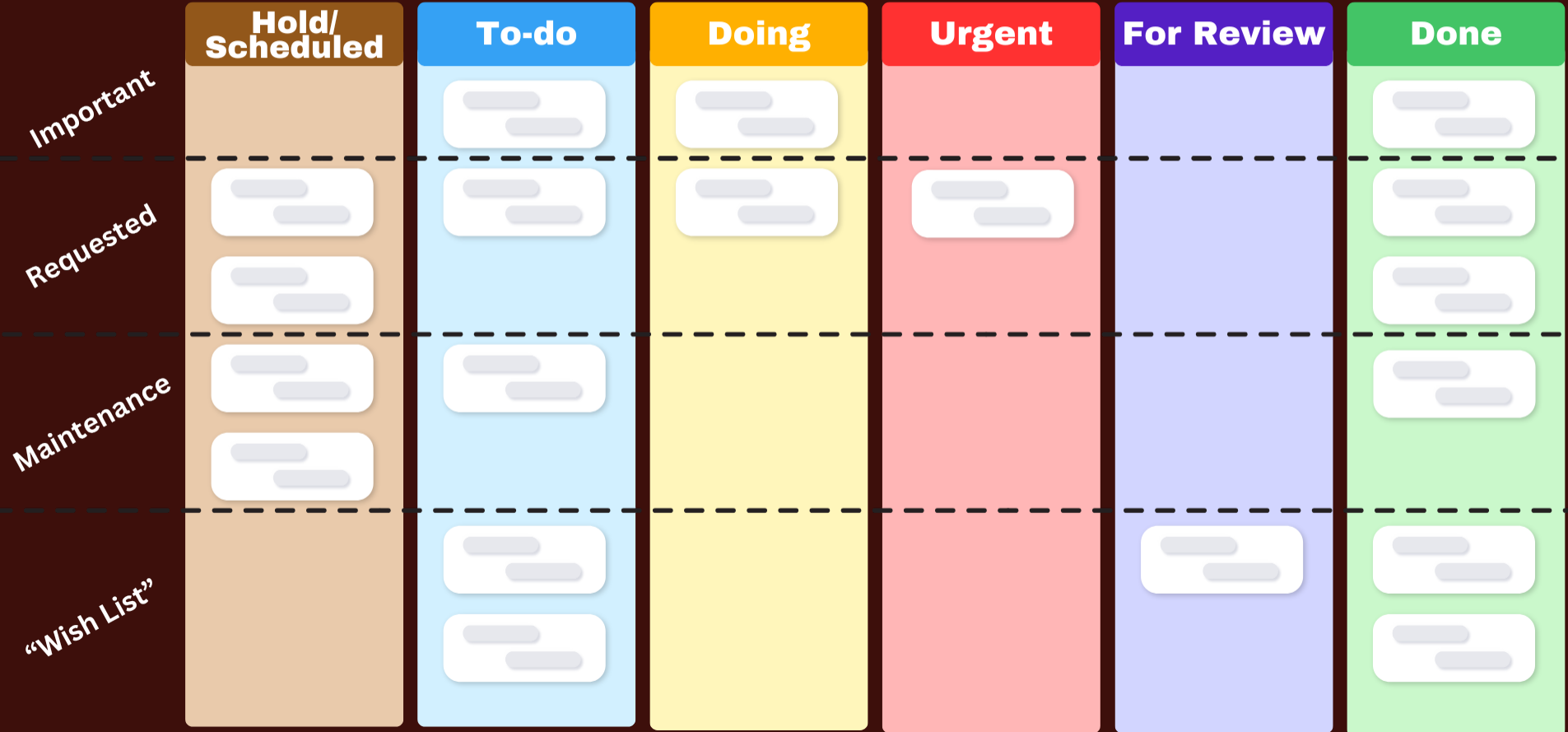
Kanban Board

Adding Swimlanes by Department

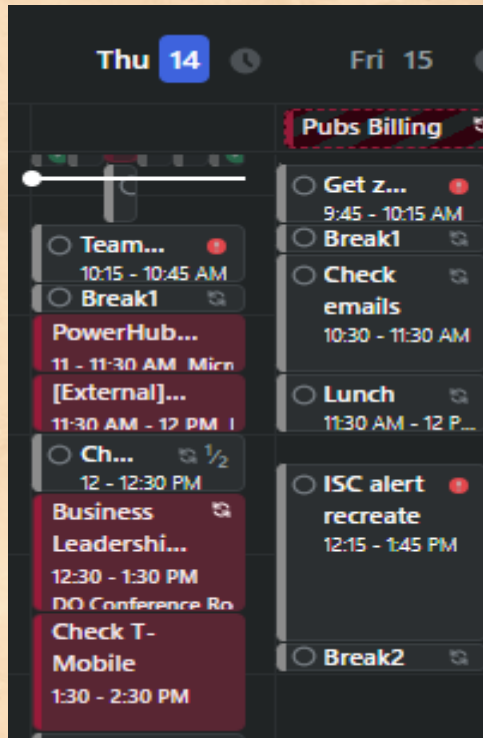


Kanban Board

Adding Swimlanes by Category



Manage and Protect Your Time



“The key is not to **prioritize** what's on your **schedule**, but to **schedule** your **priorities**.”

— Stephen Covey





04

Discussion/ Takeaways

What's working for you?
What's lessons have you learned/advice for
others?



***Turn to a neighbor and share:
What's one thing you learned today that you can apply tomorrow?***



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