Piles of post-its

staying organized to focus on what matters

Kalamuna

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Hi, I'm Lily

PERSONALLY	PROFESSIONALLY

PERSONALLY

1. Anti-tech tendencies

2. Minimalism enthusiast

3. Child of a neuroscientist

PROFESSIONALLY

1. Previous life in nonprofits

2. 3.5 years in Drupal

3. 3 digital tasking systems

Kalamuna

We make
your mission
our mission

Part 1

Why are
we here?

Agency life
is busy and chaotic

Multitasking
is a myth

"People can't multitask very well, and when people say they can, they're deluding themselves."

- Earl Miller, neuroscientist at MIT

Progress requires focus on a single task, one at a time

"Inevitably we find ourselves tackling too many things at the same time, spreading our focus so thin that nothing gets the attention it deserves. This is commonly referred to as 'being busy.' Being busy, however, is not the same thing as being productive."

- Ryder Carroll, Creator of the Bullet Journal

Part 2

Task list evolution

I needed a hero
of a task list

Qualifications for the perfect tasking system

1. Capture everything

2. Create and declare priority

3. Do the right things, one at a time

4. Communicate what will not get done

5. Minimize friction, including cost

Digital tasking tools

Iterating the perfect task list

Customized bullet journal

Piles of post-its

Out-of-the-box bullet journal

Digital tools have advantages

1. Single source of truth

2. Ease of collaboration

3. Attach relevant files

4. Varying degrees of functionality

Digital tools just don't work for me

1. Intangible

2. Stressful

3. Stuck in one approach and structure

4. Writing by hand improves comprehension, learning, and retention

"Those who wrote out their notes by hand had a stronger conceptual understanding and were more successful in applying and integrating the material than those who… took notes with their laptops."

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The case for post-its

1. Slow down, calm down

2. Out of your head, into the tangible

3. Ideas in motion, physical prioritization

4. Quiet collaboration

Update
budget

prep
badcamp
sessions

weekly
planning +
reflection

review
reflection
papers

paint
nails

meal
prep

wash
plant
6/21

pack
4 days - The Great Midwest
13 days - Flower in her hair

order
engineer
print

order new
baby gift
for karen

OPEN

IN PROGRESS

DONE!

OPEN

prep badcamp sessions

Weekly planning + reflection

Paint nails

Pack
4 days - The Great Midwest
13 days - Flower in her hair

order engineer print

order new baby gift for karen

Wrap Julia bday gift

IN PROGRESS

Stretch + meditate

Update budget

DONE!

OPEN IN PROGRESS DONE!

- Weekly planning + reflection
- paint nails

- Stretch + meditate
- Update budget
- Order engineer print
- Order new baby gift for karen
- Prep bootcamp sessions
- Pack
  - 4 days - The Great Midwest
  - 13 days - Flower in her hair
- Wrap Julia bday gift

OPEN

I'M PROGRESS

DONE!

Stretch + meditate

Update budget

order engineer print

Post-its have their limits

1. Easy to lose and may not travel well

2. Difficult to scale

3. Limited collaboration (especially with remote teams)

4. Stickiness wears down over time (the struggle is real)

5. Still my tool of choice for personal tasking

Digital
tasking
tools

Early task list
iteration

Customized
bullet journal

Piles
of post-its

Out-of-the-box
bullet journal

Endless lists

+   **−**

1. Brain dump

2. Satisfying to cross off

1. Tasks linger

2. Grows forever

3. No priority

Erasable markers

+　　　　　　　　　　　**−**

1. Write clients once

2. Erase = clean slate

1. No priority

2. Hard to maintain

3. Limits for each client

Special (Panda) planner

+

1. Intentional structure

2. Scientifically designed

3. Capture gratitude

—

1. Work/personal together

2. Constricting / friction

3. Feels like more work

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"An analog system for the digital age."

\-   Ryder Carroll, Creator of the Bullet Journal

"... An open-source productivity framework that allows people to build their own tools that they need to be more productive, accomplish their goals, and to simplify their lives."
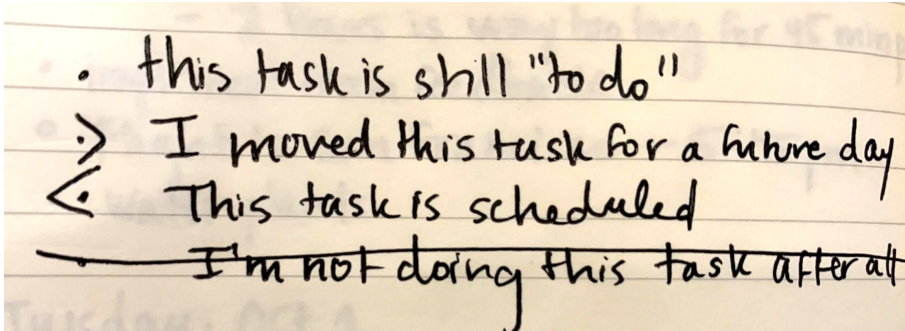
- Ryder Carroll, Creator of the Bullet Journal
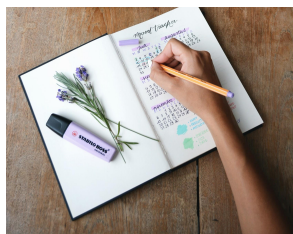
The Bullet Journal – Official Edition

Monday, Sept 30

*
- • final prep for badcamp presentation
- ○ demo of presentation for Kala team
- – team feedback
  - – cut unicorn analogy
  - – Halloween content doesn't seem relevant
  - – 2 hours is way too long for 45 min presso
- • implement team feedback
- ○ Flight to San Francisco – 5:45 pm
- • water plants
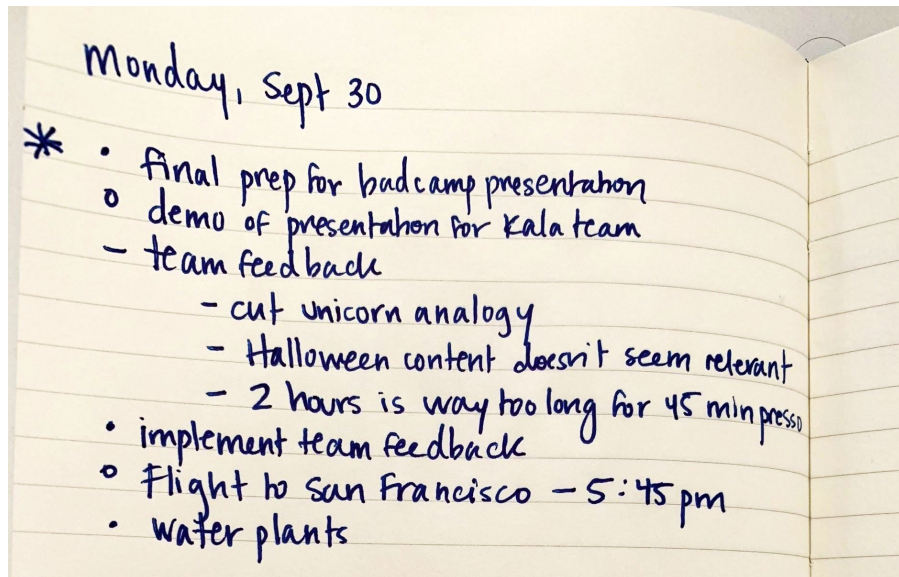
- · Task to do

- - Note

- ○ Event

- * Priority

- ! Inspiration

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· Task to do

X Task complete

> Task migrated

< Task scheduled

~~Task Irrelevant~~

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CORE MODULES

- Index

- Future Log

- Monthly Log (calendar, task list)

- Daily log

PROCESS

- Rapid logging for daily logs

- Audit daily logs at the end of each month

- Migrate valuable tasks

- ~~Tasks not still worth your time~~

The Bullet Journal – Official Edition

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* • Final prep for badcamp presentation
  ○ demo of presentation for Kala team
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  • implement team feedback
  ○ Flight to San Francisco – 5:45 pm
  • water plants

Tuesday, Oct 1

  • email Jennifer
  ○ Kala team dinner – 6 pm
  • Practice round of presentation
  ○ call with Susan
  — notes from Susan call
        – everything is approved

Wednesday, Oct 2

  ○ BadCamp tech summit
  • call Anna about hike this weekend

- Mix and match in daily log

- Single log for personal/work

- Write days as you go

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The Bullet Journal – Lily Edition
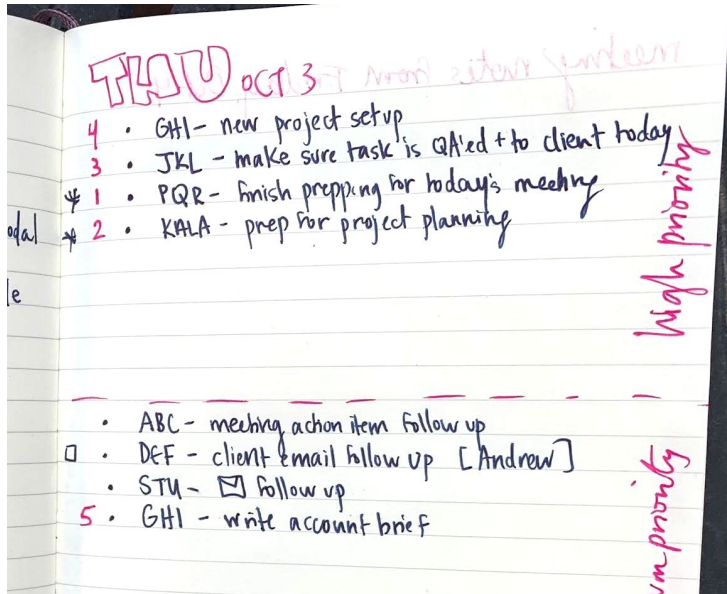
- · Task to do

- - Note

- * Priority

- ☐ Blocked [Blocker]

- ✉📭👤 Communication tool

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MIGRATION SYMBOLS
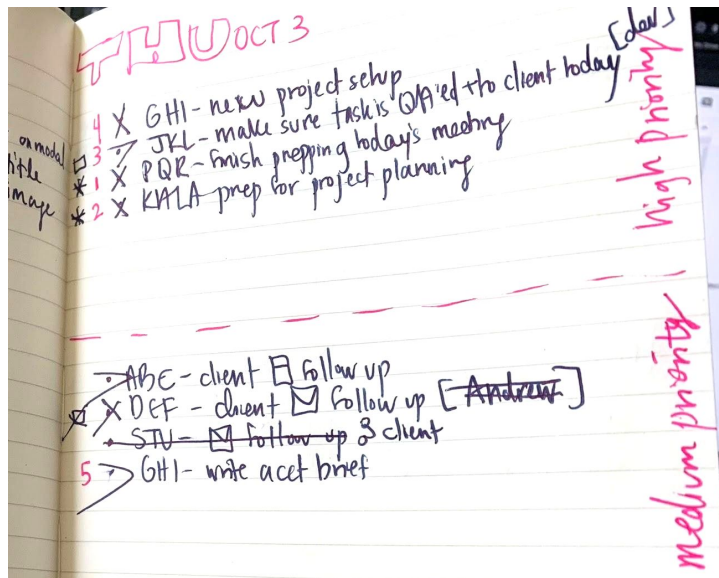
- ·   Task to do

X   Task complete

>   Task migrated to future day

<   Someone else will do or meeting scheduled

~~Task Irrelevant~~

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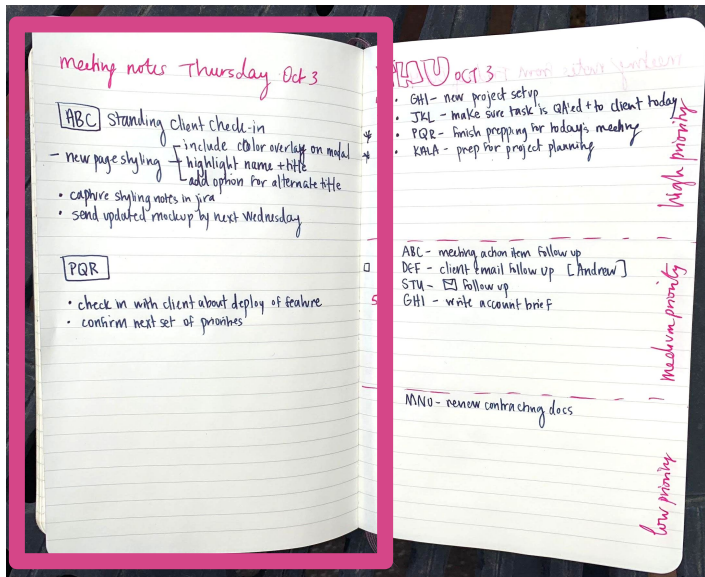
- Notes page for each day

- Tag each meeting with client name and meeting name

- Use same symbols to capture notes and actions

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TASK PAGE SETUP
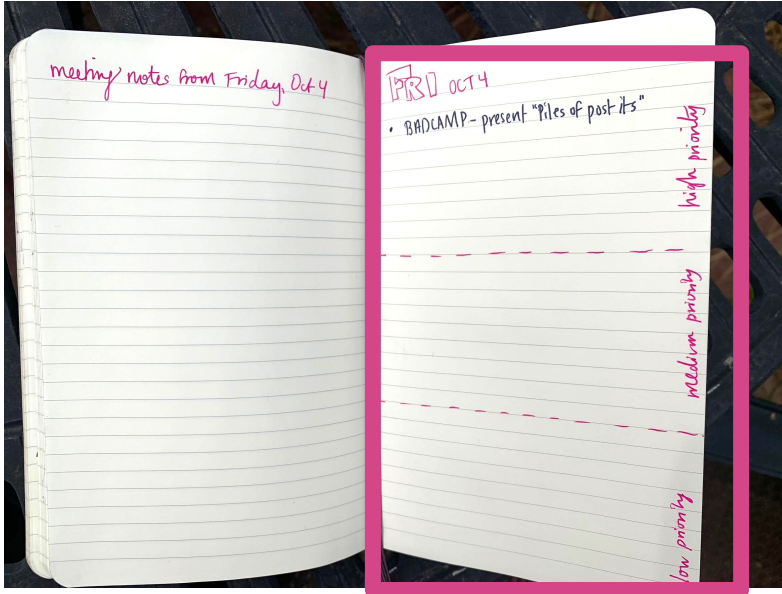
- Task page for each day

- Three priority sections

- Section can be used for project with many tasks

- Project flag for each task

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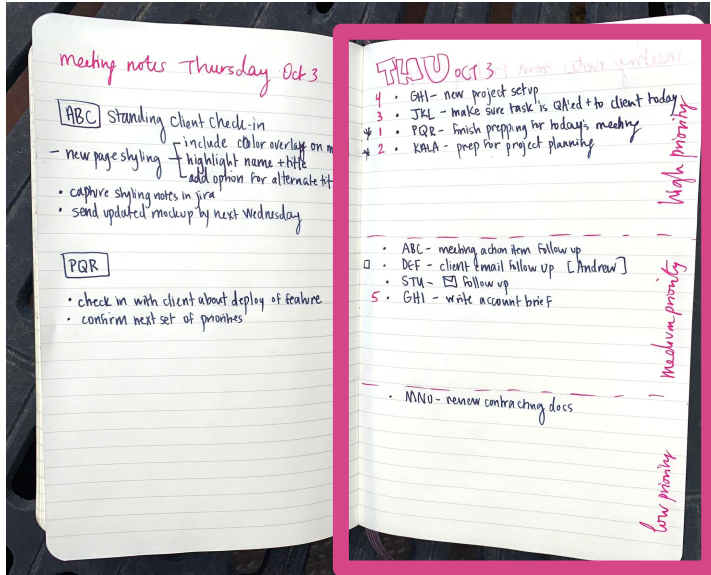
- Make a complete list of tasks in priority sections

- Prioritize top 5 tasks

- Communicate your priority (standup)

- Work each task in order

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BLOCKER	MIGRATION	SCHEDULING
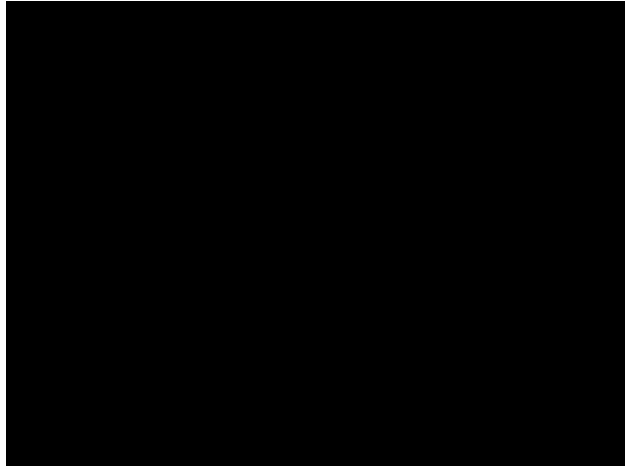
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- Get a nice notebook and keep it with you (💖 Moleskine)

- Make it your own (💖 iteration)

- Weekly planning + reflection

- Monthly planning + reflection

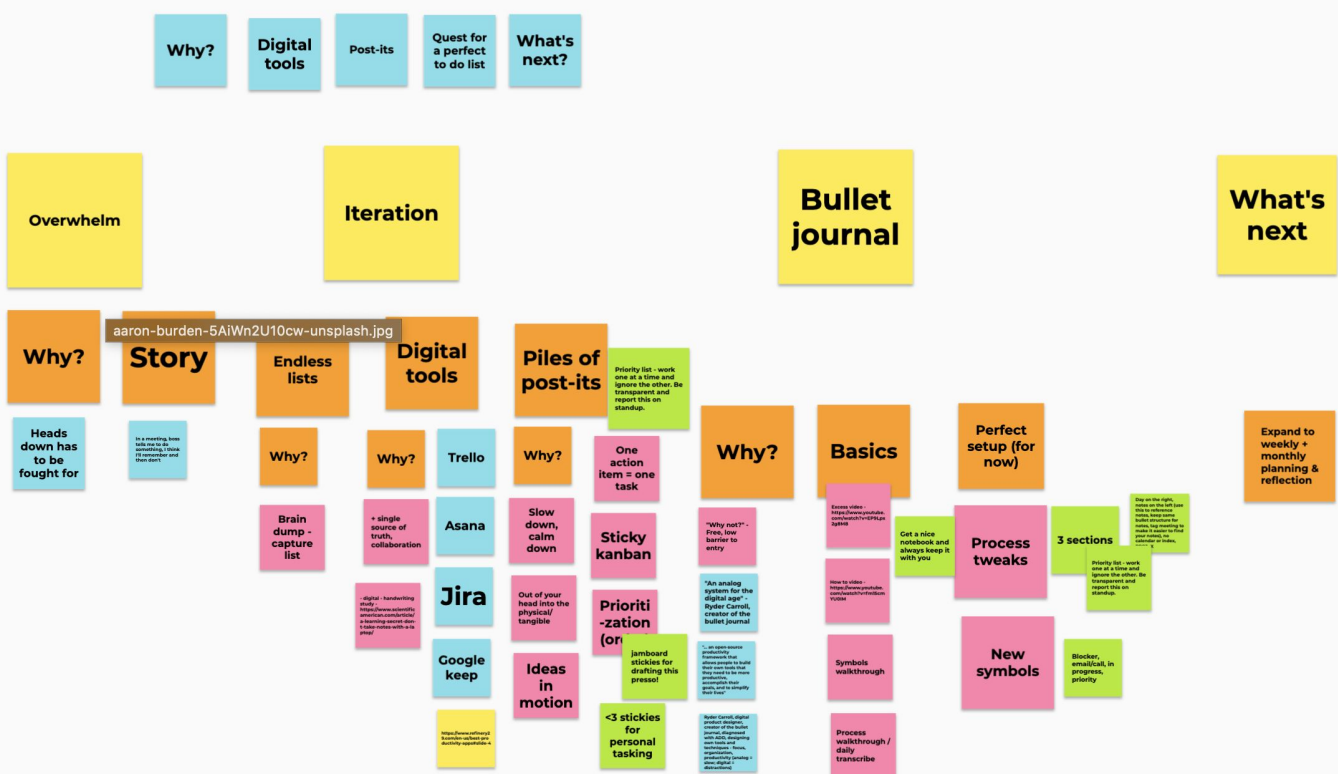And now for something completely different.

Google Jamboard Honorable Mention

Mind Mapping Honorable Mention

Thank you!

Say hello!

At [Translating Drupal into English](#)

Elsewhere at Badcamp

On [LinkedIn](#)

By email lily@kalamuna.com

Kalamuna