

# It's OK to **say No.** Break it **Down.**

You'll do the stuff you are doing better.

- ✓ Set yourself a reasonable WIP limit.
- ✓ Say No when you need to.
- ✓ Say it directly and politely.

Visualize each project as a series of small, discrete tasks.

- ✓ Define the end goal before you start.
- ✓ Define the steps required to make it happen.
- ✓ Treat new ideas as "optional".

# Start by Talking.

Set realistic boundaries as a team.

- ✓ Check how much time each person is able to commit.
- ✓ Measure and acknowledge the WIP you give others.
- ✓ Agree on a Do Not Disturb signal e.g. headphones.
- ✓ Keep in mind that it's cheap to start something and expensive to finish it.

# Protect your Time.

Techniques and fallbacks that can help.

- ✓ Book slack time, and act if it starts disappearing.
- ✓ Use Pomodoro to kickstart work or meet tight deadlines.
- ✓ Have a recovery strategy for out-of-control WIP.

# Review, learn, Improve.

Work leaner, smarter, and tighter.

- ✓ Review and asses how you manage your time.
- ✓ Track who initiates what, on a project.
- ✓ Encourage colleagues to limit their WIP.

# The Limit WIP cube.

There's a direct correlation between the time it takes you to complete work, and the amount of activities you are engaged in.

Working on many things slows you down but there's just so much going on all the time right? So what can you do about it?

Here are some simple tips that we have found useful when we have a lot going on. We hope that these tips will help you too.