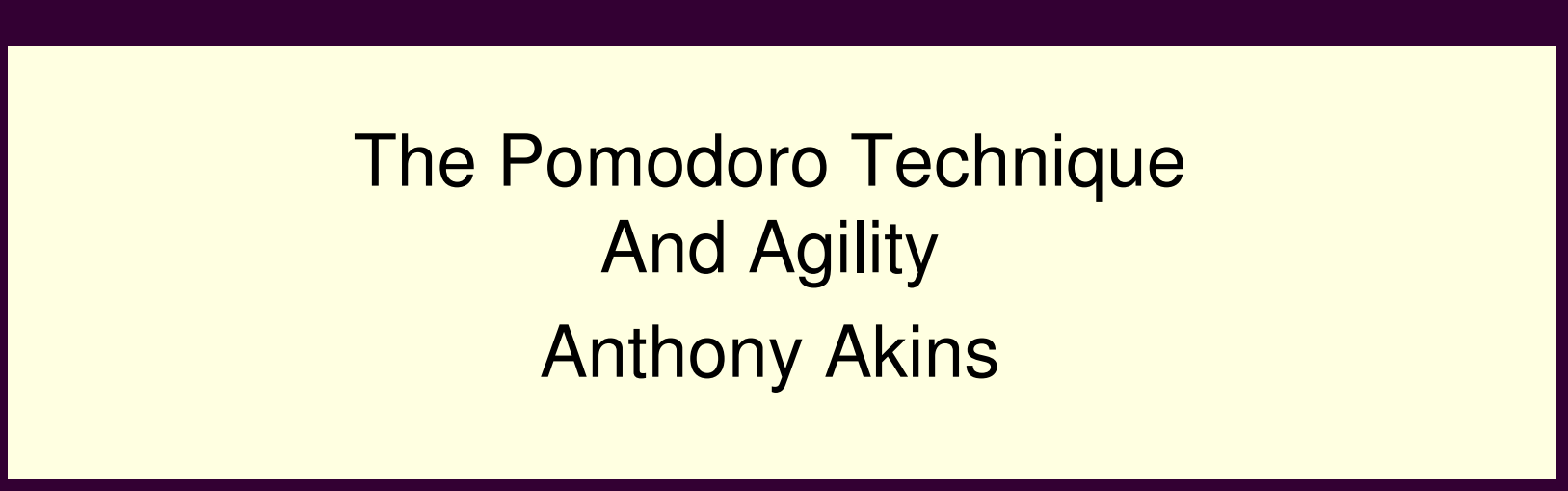





The 25 Minute Sprint



The Pomodoro Technique
And Agility
Anthony Akins

Quick Assessment

Do you have enough time in your day?

Do you rule your responsibilities

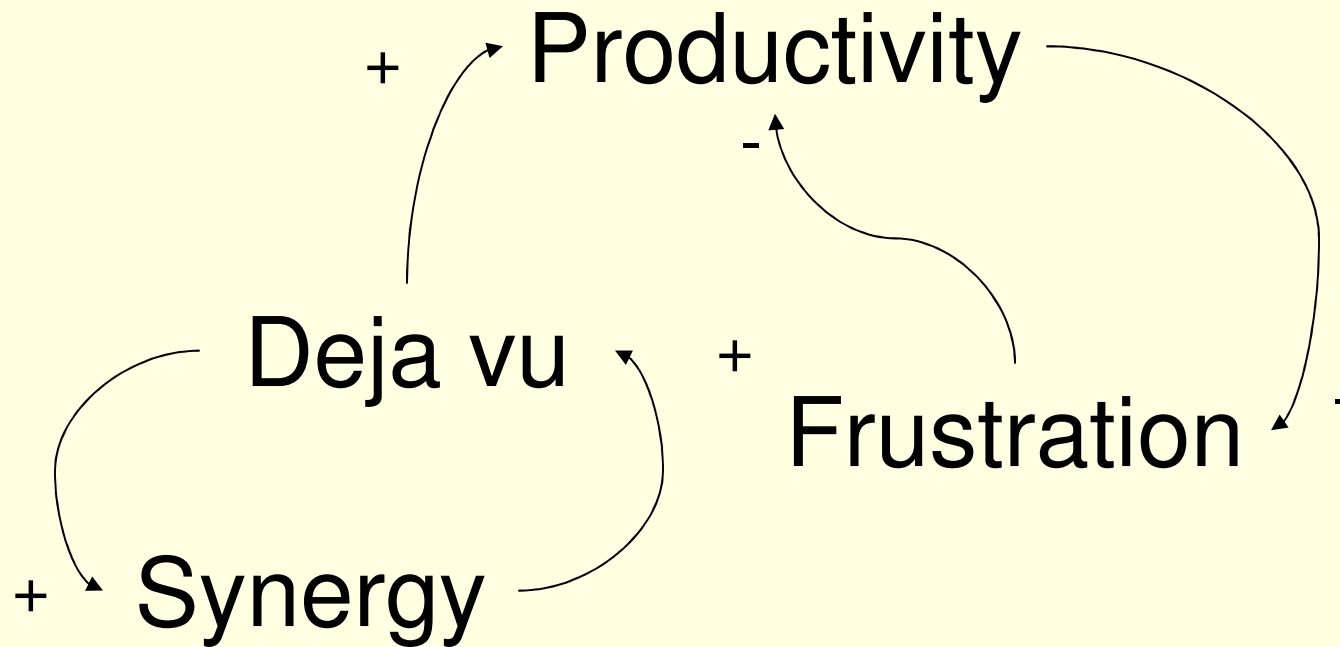
Or do they rule you?

Do you currently rely on a time management system?

Do you pomodoro?

Are you familiar with this technique?

This is my life



I look for processes

That stress

- Individuals and interactions over processes and tools
- Results and evidence over paperwork that looks good
- Collaboration over negotiation
- Responding to change over following a plan

That are

- Simple/Transparent
- Supportive
- Self-improving
- Adaptive
- Sustainable

The Pomodoro Technique

Francesco Cirillo created the technique in 1992.

See www.pomodoro-technique.com

Replaces	With
“I must get this finished.”	“Where can I start?”
“This project is so big and important.”	Taking one small easy step
A sense of being overwhelmed	Short/intense periods of focus and productivity
Night before the exam exhaustion	Rhythmic (work/relax), sustainable pace
See time (the ticking clock) as your enemy	Seeing time (the ticking clock) as your ally

An adoption strategy

For two weeks use the technique with no changes

Apply NOPS*

Notice your feelings

Own the experience

Play with your experience

Stay with it

Then adapt/experiment, but don't forget NOPS

* from Taming Your Gremlin by Richard Carlson

Things to think about

Optimum pomodoro length is a factor of

Endurance

Focus

Environment

How many pomodoros in a day?

How big should any one item be?

Say n = max pomodoros per day

The longest task $\approx n/2$

How big should your backlog be?

My version of the Pomodoro To Do Today Sheet

	Description	Pomodoros Planned	Pomodoros xx,yy,zz	Interruptions i1, e1	Notes
	To Do Sheet				
	Morning planning, review scrumworks/bugzilla/e-mail		4 *		
	Review PSIA web site, see 2/1/2010 e-mail from Eric, provide feedback to Eric		2		
	Phone call with Lynn re: 2.1/ASIS marketing materials		2 **		follow-up with a note to her with my mindmap notes
	Scrum of Scrums		4 *		ONR follow-up; will the SysMgr API handle the new subject types? How?; Dubai "spec" - Charles/Chris to handle; Lynn: 2.1 marketing materials; UCSD situation - Integrator Eric to go out today, tomorrow.
	Edit in my notes on the Dubai case study with change tracking on		2 xx,y		completed and provided to Heather
	Evening e-mail		4 *		
	Retrospective		1		
	Unplanned and Urgent				To do (small things, less than one Pomodoro
u1	Bruce: Salt Lake City Airport - see my e-mail "Re: FW: BRS Labs - AISight - Behavioral Analytics"		4 *		summarize the 1 iron / Alert Directives discussion from Monday and send out to Chris' crew
u2	write up my mindmap notes and send to Lynn		4 **		ask Lon about his update ffmpeg, opencv, boost and intel libraries items in scrumworks - what's the risk and benefit for each
	Interruption Log				
e1	Jamie: AISight feature requests				
e2					

Now let's give it a try

Spend a few minutes with the activity backlog

- Write down key things you want to accomplish

- For each thing, estimate how many “pomodoros” it will take

Now decide what to do “today”

- How many pomodoros per day?

Then live the plan

- See what happens

- Track the pomodoros and interruptions

- Track your progress

From what you learned adjust your next daily plan