
Divide and Conquer

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Imagine

- You've started a new job or taken on new responsibilities
- You've inherited a long list of tasks



- You're deluged with new requests

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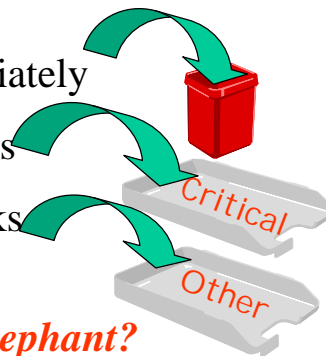
Remember:

Activity • Productivity

The Three Stacks

Keep track of your tasks

- Can be done immediately
- Mission critical tasks
- Other important tasks



Q: How do you eat an elephant?

A: One bite at a time.

Sorting Things Out

- Can be done immediately
 - Returning calls, meeting requests, on-line emails
 - Take 1 minute to close
 - Not worth seeing them again
- Mission Critical
 - You or the organization will fail if it doesn't get done
 - It seems like your job to do it
- Other Important Tasks
 - Real tasks
 - Some very important
 - Will do many of them

Can Be Done Immediately

- Returning calls, meeting requests, on-line emails
- Take 1 minute to close
- Not worth seeing them again

Just Do It!

Mission Critical

- You or the organization will fail if it doesn't get done
- It seems like your job to do it
- You must see these through
 - Plan for time for all of them
 - Work on them as long as you make progress
 - Schedule when you expect to get back to them
 - Move on to the third category when you run out of these

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Other Important Tasks

- Work on these when run out of critical things
- Where the bulk of work should be
- Sort through and prioritize
 - *Urgent* • *Important*
 - Major risks
 - Primary results
 - Subgroups
 - Major contributors
 - Really worth doing
 - Aren't likely to get done

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Other Important Tasks

- Major contributors
 - Apply the Pareto Principle (80/20 Rule)
 - Can the task be subsetted?
 - Which are most important (or first) subtasks?
- Really worth doing
 - Quick prioritization
 - Will get to them later – after Major contributors
- Aren't likely to get done
 - "Tomorrow File"

Summary

- Get organized
- Think before you act
- Take care of quick items
- Identify mission critical items
- Hold on to the rest
- When all mission critical items have been serviced, work on the rest

