

Organization system

All you (probably) ever need to know

MaW

About me

- Obsessed about optimization and using FOSS
- Always try to make existing tools work/better, before reinventing the wheel
- Studied physics, then worked as automotive programmer, now in quality-department for coffee machines
- Broad interests in a LOT of fields

Bio-Pic:

tbd. For now Look in **FRONT** of your screen ;)

Motivation

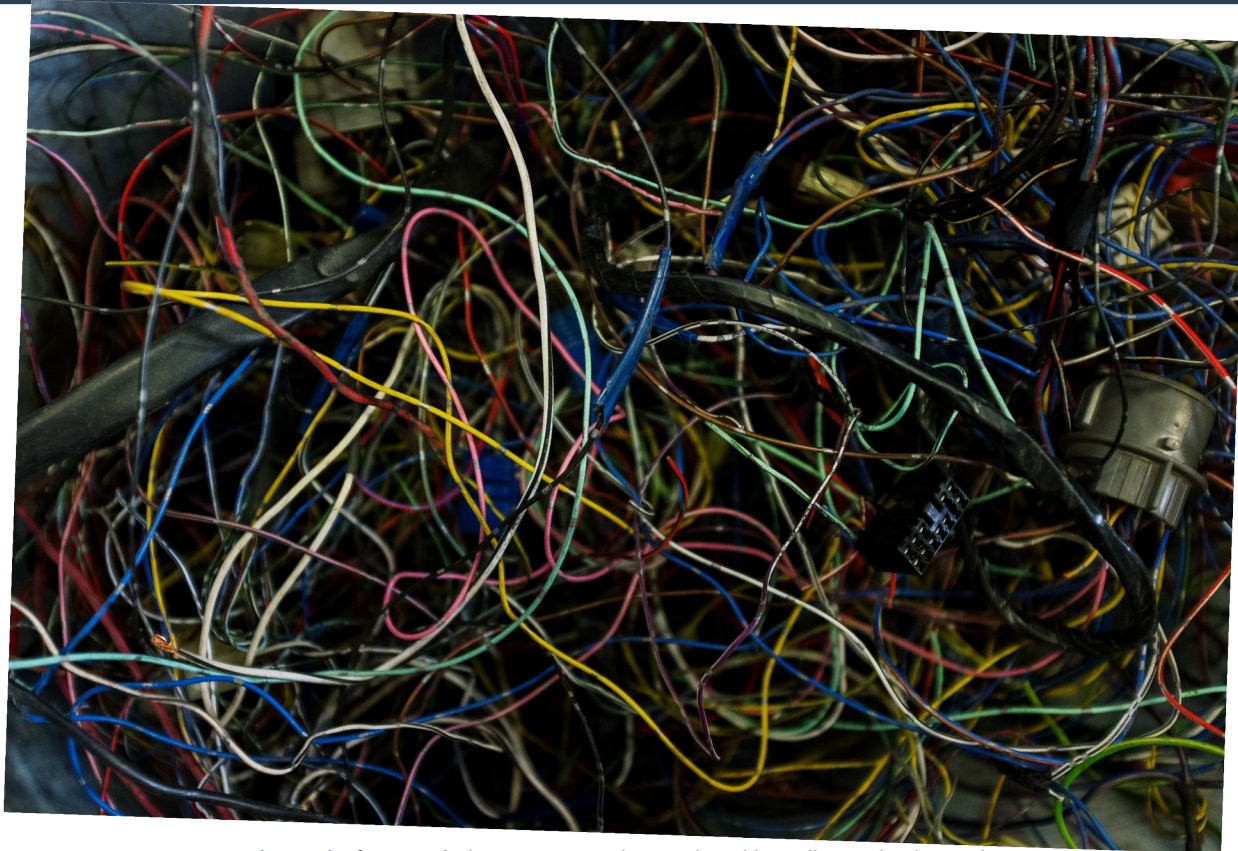


Image source: cottonbro studio from Pexels: <https://www.pexels.com/photo/blue-yellow-and-red-coated-wires-4480541/>

Motivation

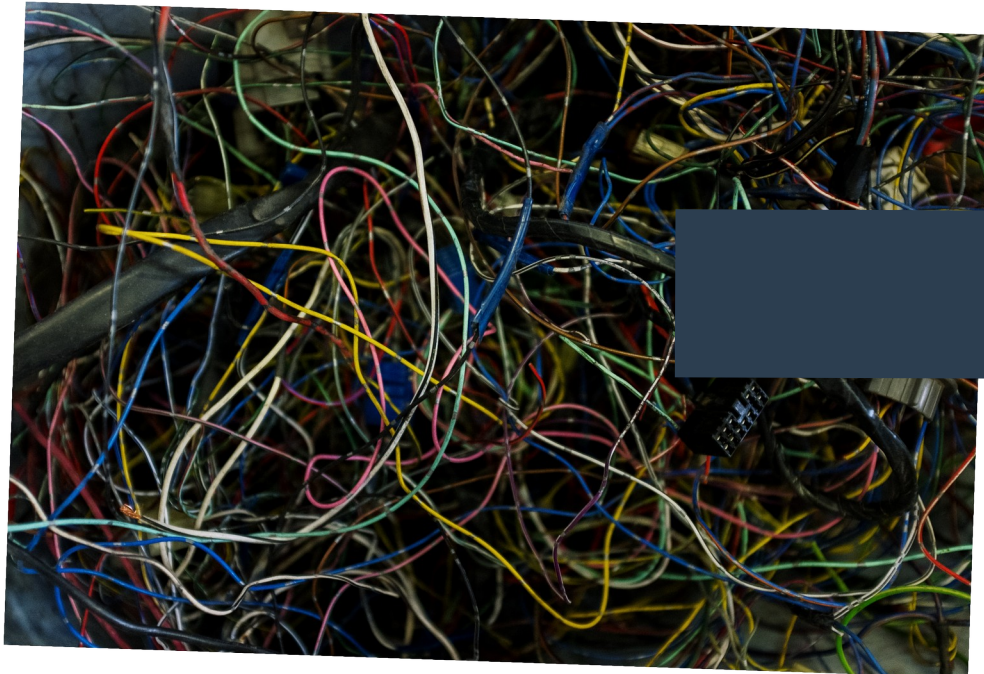


Image source: cottonbro studio from Pexels: <https://www.pexels.com/photo/blue-yellow-and-red-coated-wires-4480541/>

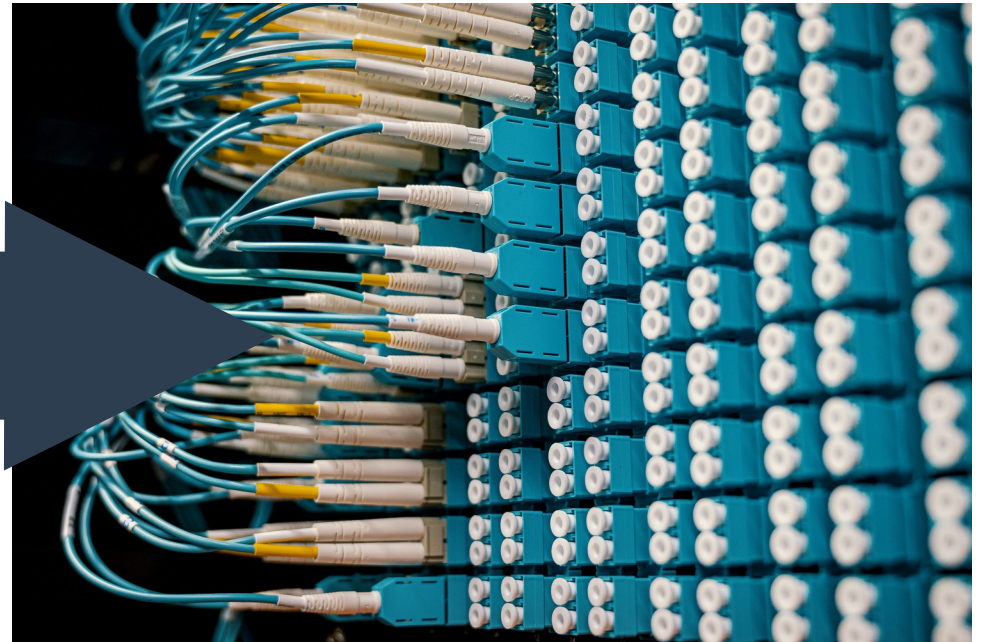


Image Source: Brett Sayles from Pexels: <https://www.pexels.com/photo/network-cables-as-supply-for-work-of-system-4339335/>

Motivation

- **Control**
- **Structure**
- **Handling of information flooding**



Image source: clipart library: <http://clipart-library.com/clipart/352101.htm>

Too many people with different needs

**→ talk only treats small section of topic.
Important are talk-rounds in small groups.**

Goals

- 1) Inspire what is possible**
- 2) Know at least 1 workflow example**
- 3) Have Starting-points for further learning**

Important

- 1) Take what you need, adapt it, improve it to your needs
- 2) Take your time, let it grow on you
- 3) Keep it simple!

Demo time! Workflow example



Differentiate

- **Different altitudes:**
 - High-level, Abstract:
Concept, Strategy, WHAT
- ↓
- Low-level, concrete, specific:
doing, Implementation, HOW

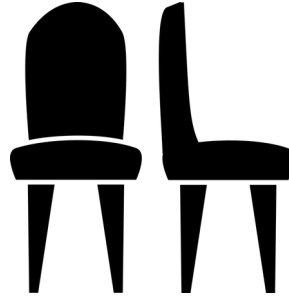


Image source: Pixabay: <https://pixabay.com/images/id-1893845/>



Image source: Pixabay from Pexels (CC0):
<https://www.pexels.com/de-de/foto/weisser-sessel-und-osmanisch-220749/>

Differentiate

- **Concept**

- More general
- Little or no changes

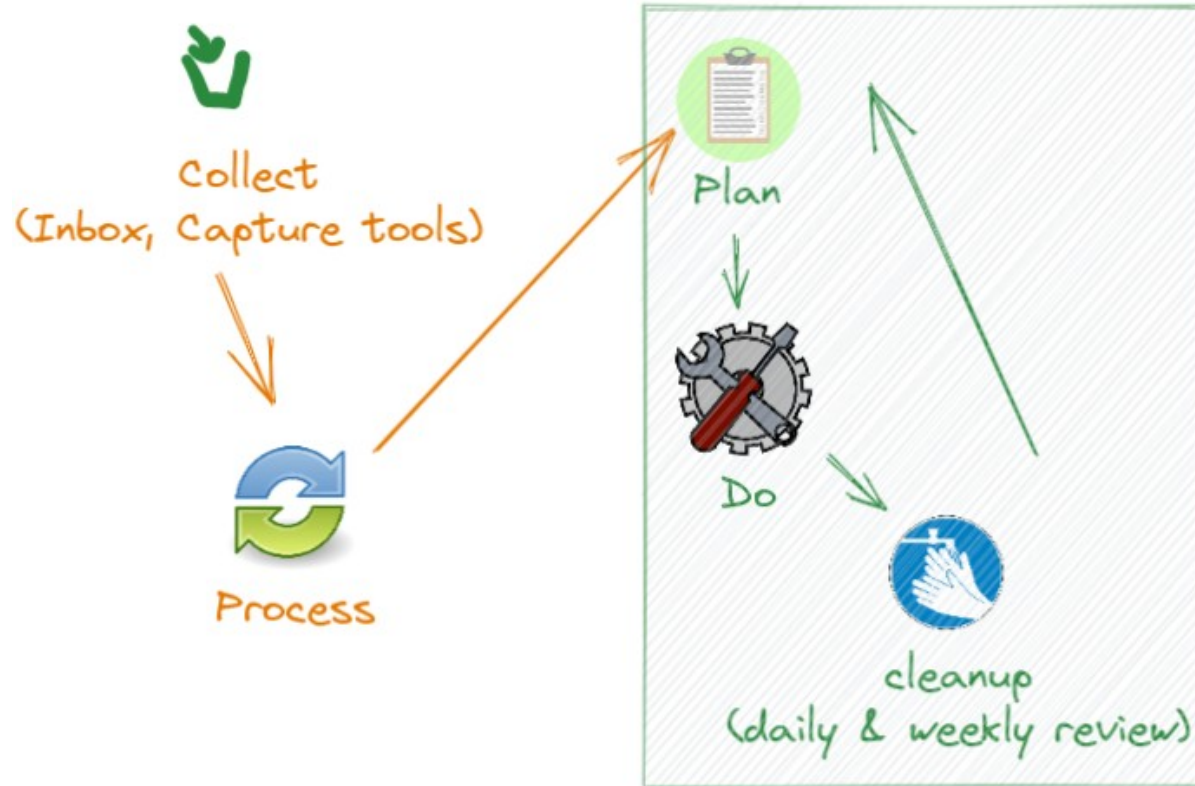
- **Implementation**

- Easy changes possible

Usual human learning process for concepts

- Start with concrete examples to understand usefulness of Concept
- Distill Concept out of examples (then no longer need examples)
 - Can apply concept on all kinds of examples

The complete Organisation System Concept



Collect: Principles

- Has to be fast (<5 sec)
- No interruption from current focus or flow
- Do it diligently
- Empty it diligently (but schedule time for this)
- As few Inboxes as possible
- Can be used for brainstorming (creative chaos), before processing the results
- Keep head free of distractions



Collect
(Inbox, Capture tools)

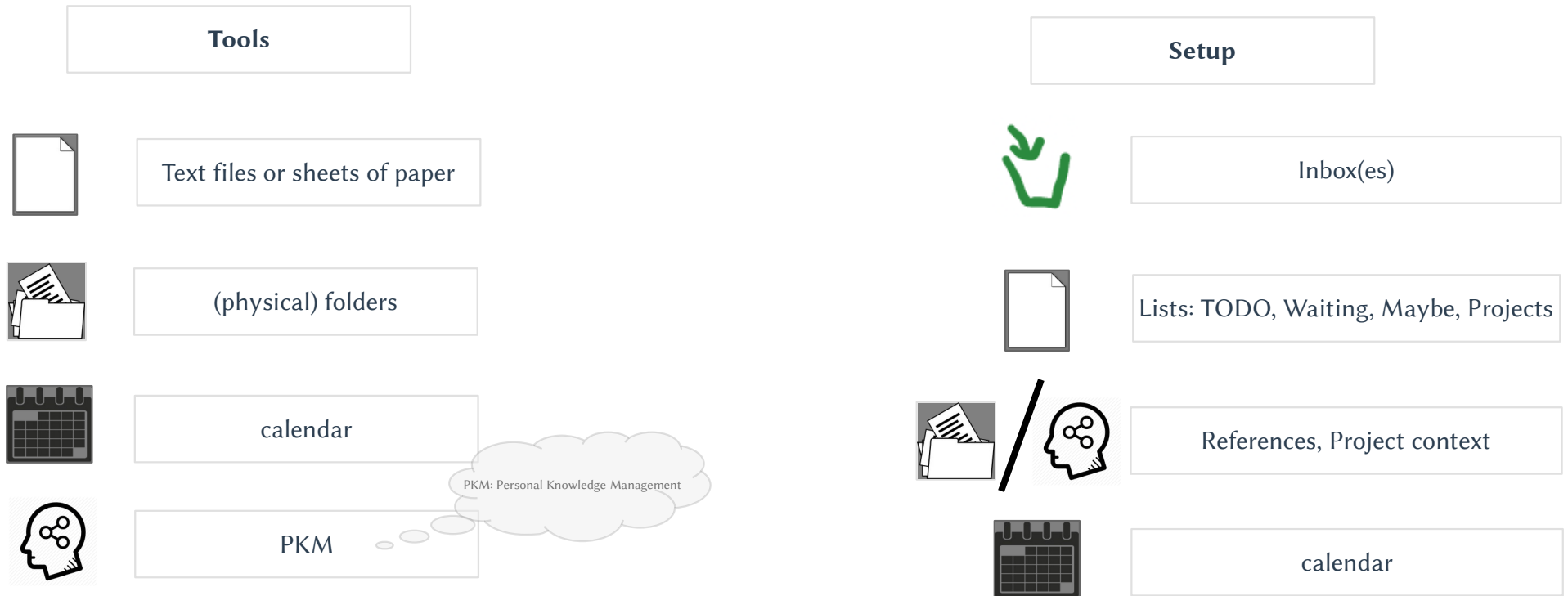
Process: Principles

- One item after the other, do not jump → forces decision
- (at start): define daily timeslot for it, processing should be quick!



Process

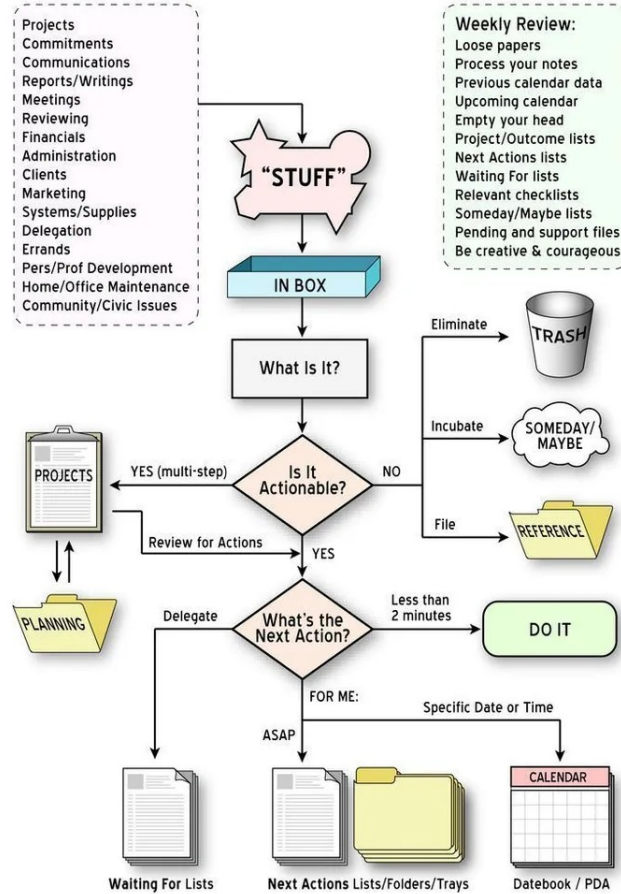
Organisation System Implementation tools (example)



... Applied on GTD

Getting Things Done

Quick Reference Card



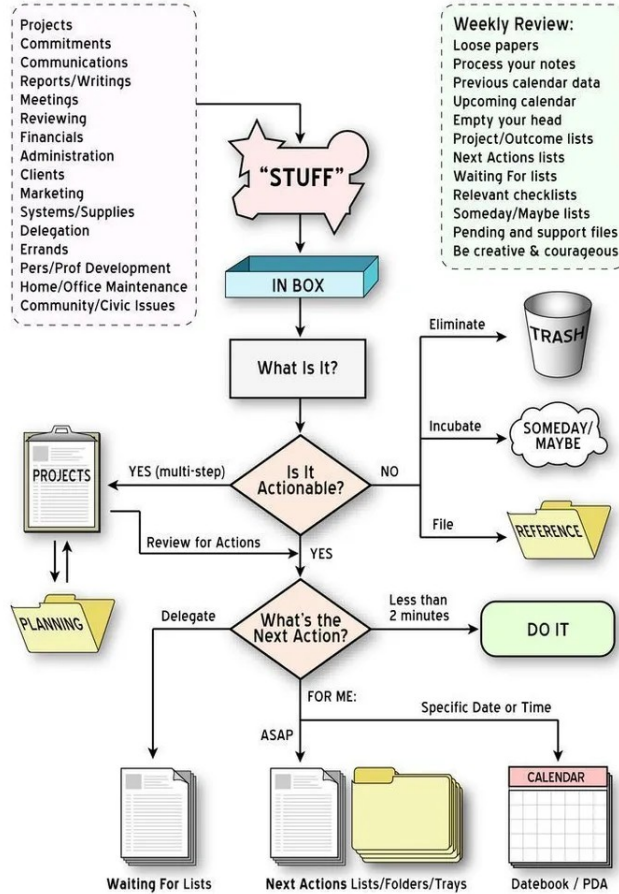
Based upon the book *Getting Things Done* by David Allen. © David Allen
This design by Douglas Johnston for the D*!Y Planner (www.DIYPlanner.com)

... Applied on GTD

Workflow
&
“collections”

Getting Things Done

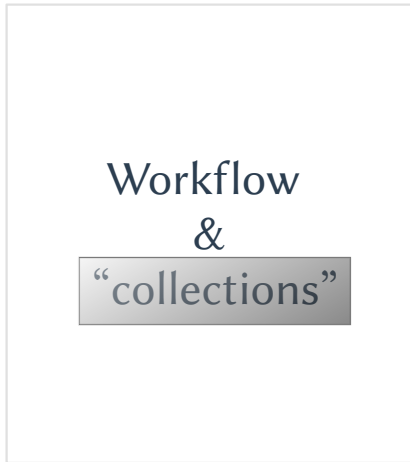
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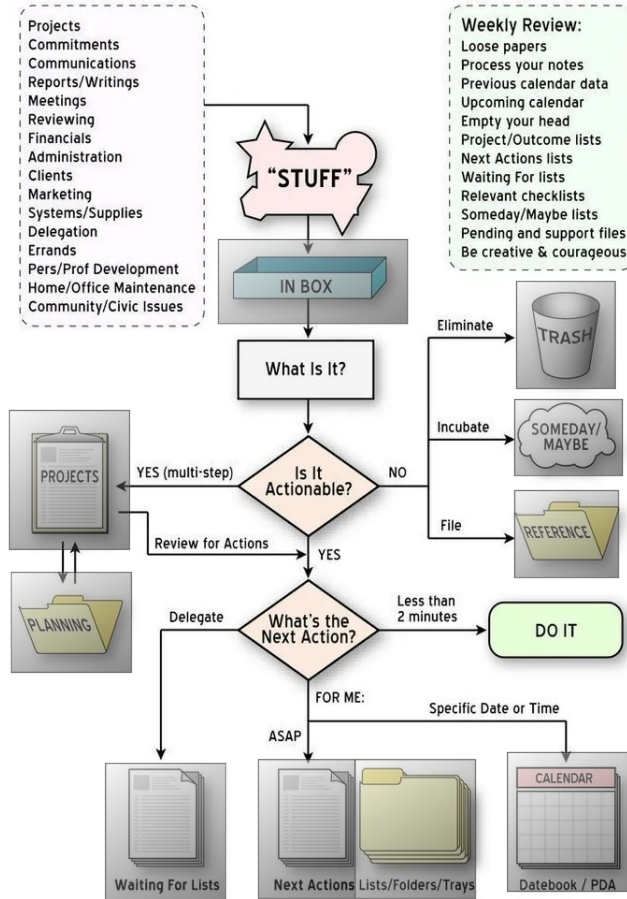
Source: *Getting Things Done* by loanne Wright

... Applied on GTD



Getting Things Done

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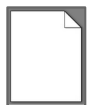


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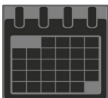
Tools / Implementation



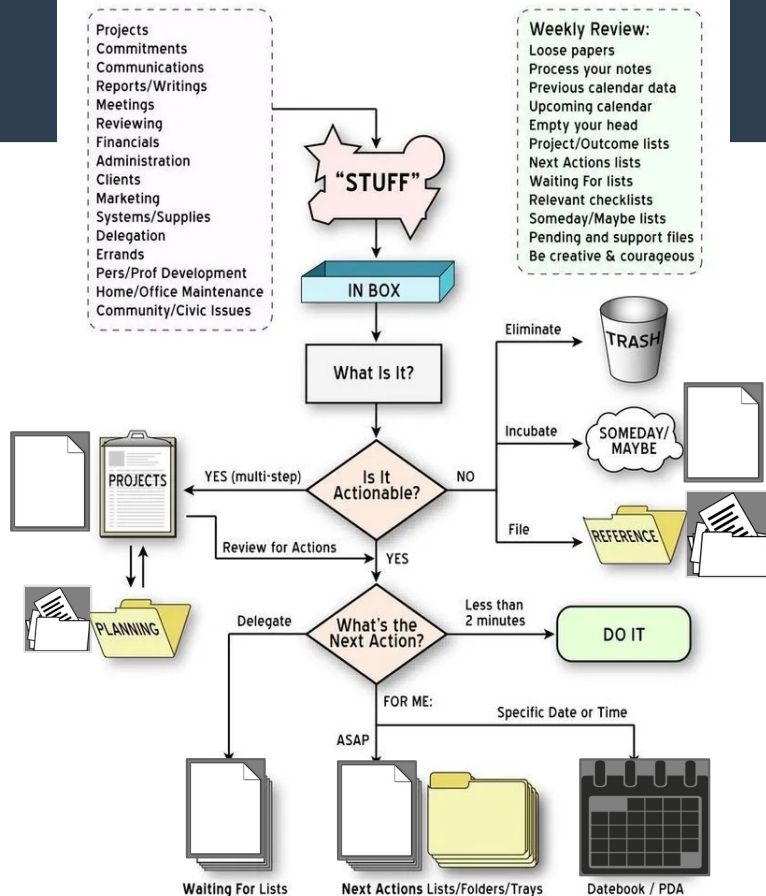
Text files or sheets of paper



(physical) folders



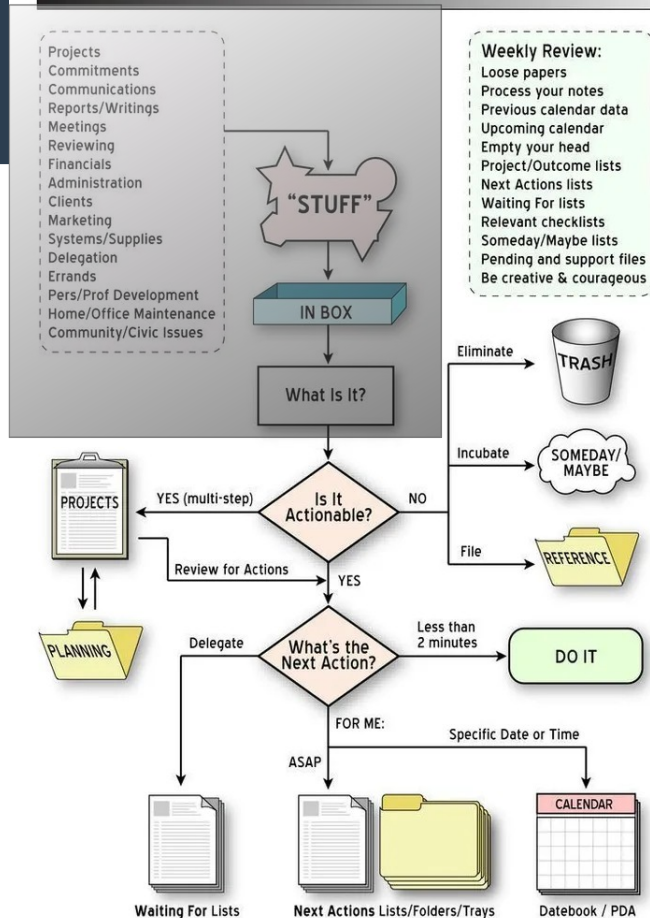
calendar



Weekly Review:
 Loose papers
 Process your notes
 Previous calendar data
 Upcoming calendar
 Empty your head
 Project/Outcome lists
 Next Actions lists
 Waiting For lists
 Relevant checklists
 Someday/Maybe lists
 Pending and support files
 Be creative & courageous

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... Applied on GTD

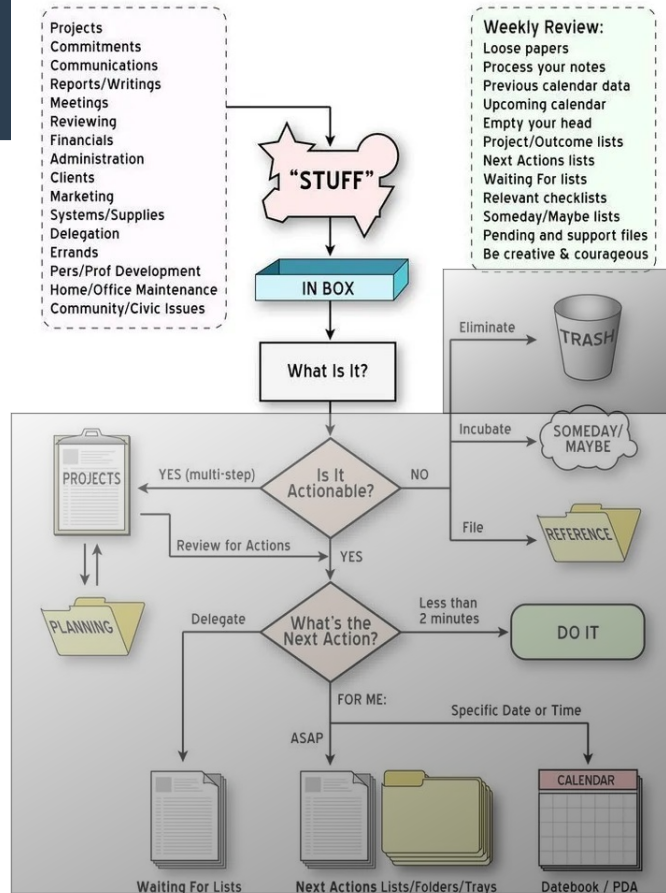


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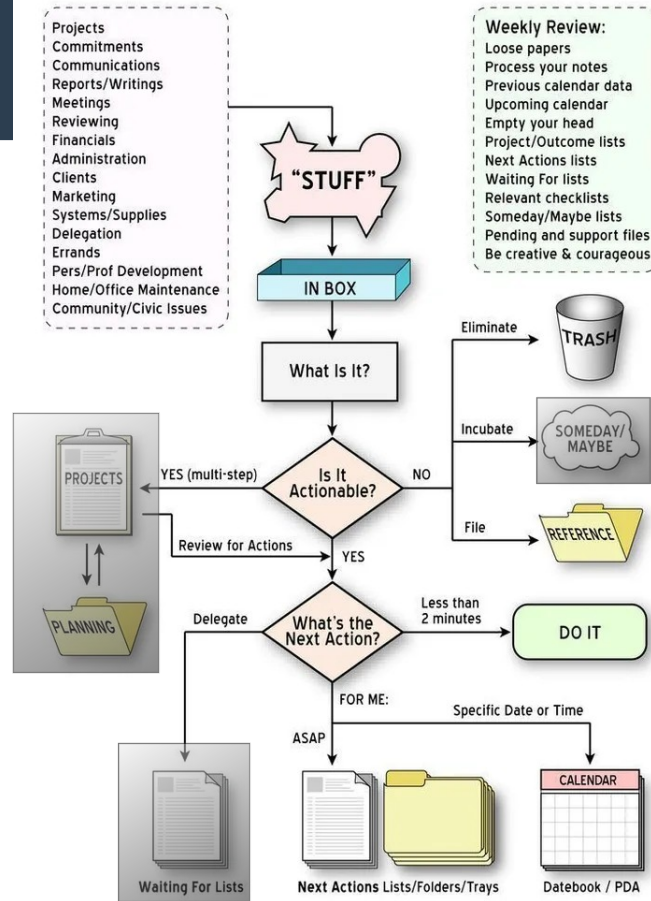
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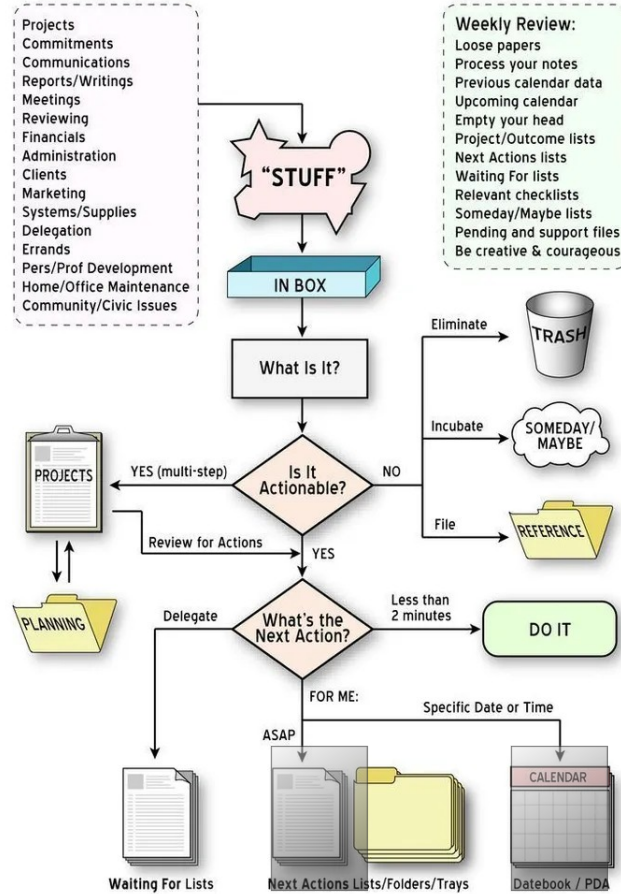
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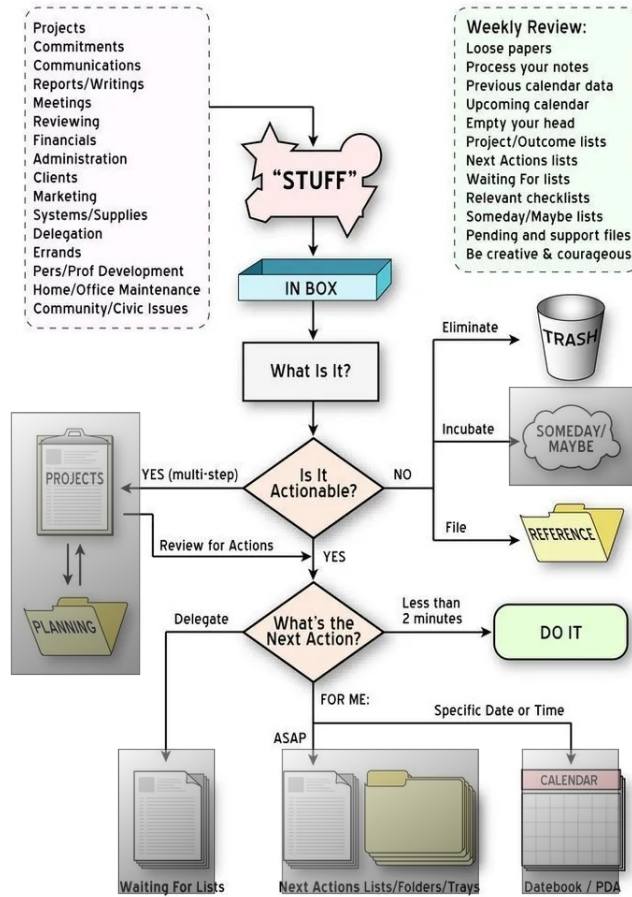
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Getting Things Done

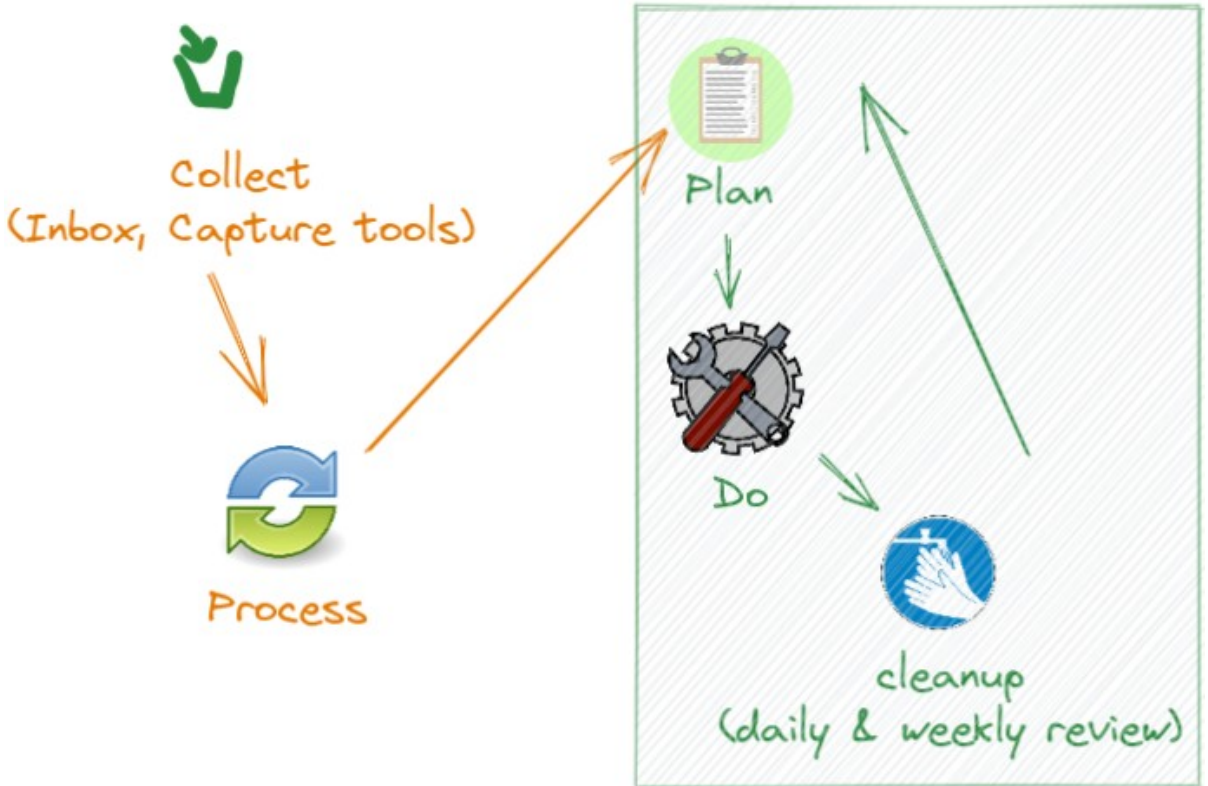
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The complete Organisation System Concept



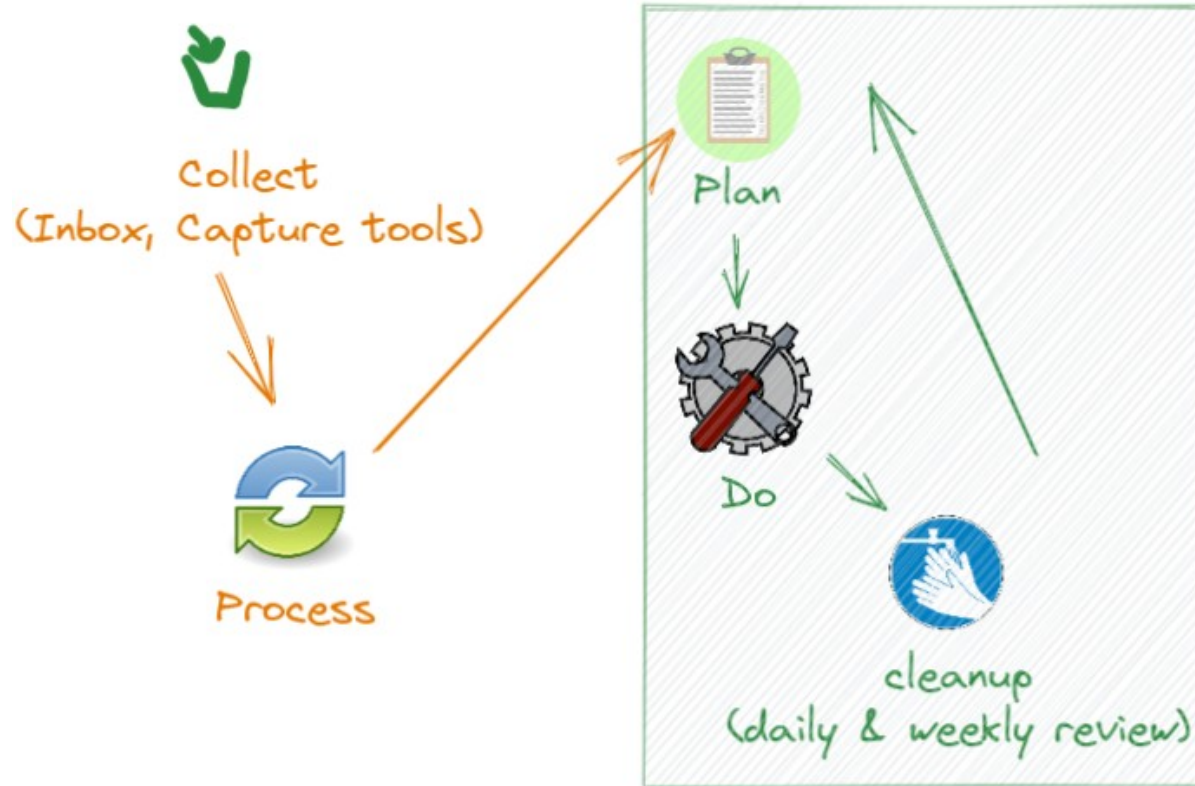
... Applied on ZTD

- 1) Collect: Capture ideas, tasks, and notes in a notebook so you don't forget them.
- 2) Process: Make quick decisions on things in your inbox; do not put them off.
- 3) Plan: Set MITs for each day.
- 4) Do: Do one task at a time, without distractions.
- 5) Simple Trusted System: Keep simple lists; check them daily.
- 6) Organize: Have a place for everything.
- 7) Review: Review your system and goals weekly.
- 8) Simplify: Reduce your goals and tasks to essentials.
- 9) Routine: Set and keep routines.
- 10) Find your passion: Seek work for which you're passionate.

... Applied on ZTD

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The complete Organisation System Concept



... Applied on <insert concept here>

- **Bullet journal**
- **Kanban**
- **Scrum**
- **PDCA (Plan, Do, Check, Act)**
- **P.A.R.A-sorting of content (Projects, Areas (of responsibility), Resources, Archives)**
- ...

→ **There is not a lot new stuff under the sun...**

FAQ & additional tricks

Tips for Planning-phase

- **As often as needed (to not keep it in your head)**
- **As little as possible (to do “real” work instead of planning)**

Tags

- as few as possible...
- .. in a disjunct list of categories
- have a list of all your tags and their context

Tags are doors and links are corridors for your knowledge-building: You enter with tags, and once inside, you use links to get around

Outlook-stuff

“Inbox zero”:

Your Inbox is your Inbox, just process what goes in.

If non-zero:

- **overloaded and need to prioritize (firefighting-mode)**
- **did not have your next processing-phase yet, or**
- **misuse inbox for something else than capturing**

Outlook-stuff

Quick-steps

- Automation
- E.g. move mail to specific folders
- Available via right-click-contextmenu



Image source:

<https://support.microsoft.com/en-us/office/automate-common-or-repetitive-tasks-with-quick-steps-b184f89f-3738-4562-96de-c0244ea830f2>

Building blocks (/”Textbausteine”)

- Basically snippets.

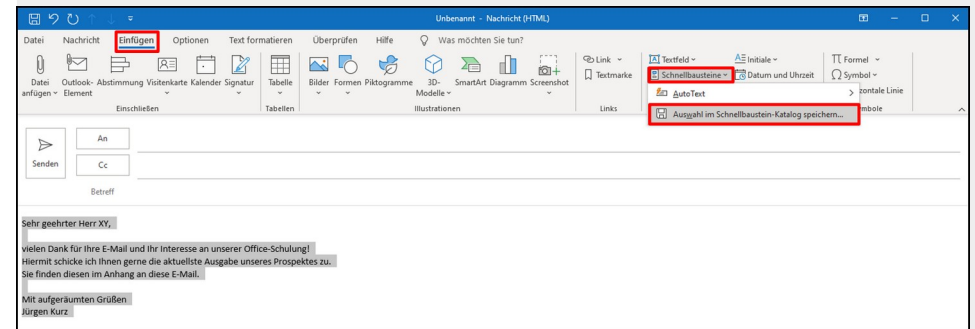


Image source: <https://www.buero-kaizen.de/outlook-textbausteine/>

OneNote-stuff

PRO:

- + can attach stuff
- + can sync tasks to outlook and set deadlines for specific days, (good for planning phase, doing-phase is then mostly in Outlook)
- + good integration within Microsoft-ecosystem, almost always available

CON:

- take care, if during cloud-sync connection is broken, you have to manually merge OneNote-pages
- only hierarchical linking, no PKM
- no FOSS, M\$
- no plaintext-format, no scripting

PKM-systems

Advantages

- Plaintext
- No hierarchy needed
- Easy to use, endless extensibility
- FOSS (mostly)

!!! Learn a good system or concept, don't be blinded by fancy features or tools !!!

→ own talk / workshop, if interested

PKM-systems

Comparison

- Obsidian (.md, looks good, not completely FOSS)
- Logseq(.md / .org , FOSS, possible to work together with Obsidian or with Emacs-orgmode, looks good)
- Emacs org-mode (.org, literate programming, combines EVERYTHING, needs setup, customizable)
- Other suboptimal tools (cloud, no open format, vendor lock-in, etc): Notion, Roam, Evernote,...

!!! Learn a good system or concept, don't be blinded by fancy features or tools !!!

→ own talk / workshop, if interested

Links

Links & further resources

- Karl voit (organization, tagging): <https://karl-voit.at/2022/01/29/How-to-Use-Tags/>
- emacs org-mode, YT by Rainer Koenig:
https://www.youtube.com/watch?v=sQS06Qjnkcc&list=PLVtKhBrRV_ZkPnBtt_TD1Cs9PJlU0IIdE
- CCC-talk regarding Emacs: <https://www.youtube.com/watch?v=EYnq8yFvZwM>
- Good rst-tools: <https://github.com/phragment/labnote> & [sitenote](https://github.com/phragment/sitenote). (contact owner in case of questions, sometimes holds similar talks in community)
- Book “Getting Things Done” by David Allen: https://de.wikipedia.org/wiki/Getting_Things_Done
- Zen to Done:
<https://archive.org/details/ZenToDoneTheUltimateSimpleProductivitySystemByLeoBabauta/page/n9/mode/2up?view=theater>
- Obsidian, PKM, Zettelkasten: e.g. Bryan Jenks on YT:
<https://www.youtube.com/watch?v=Ewhfok91AdE&list=PL5fd4SsfvECy0zzf8Cyo20ZoipEt6YeL3>

Questions & discussion of individual scenarios

**Let's discuss YOUR questions
and how this is done in the
system(s)!**



Image Source: <https://schofieldstrategies.com/two-asked-resume-questions/>

Contact

Mail: `talks[at]maw42.de`