

THURSDAY TRAINING

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Navigating New Horizons

The DMADD team carries out monthly workshops named 'ThursdayTraining'. These short trainings aim to facilitate knowledge sharing among its members. The sessions are planned to be conducted on the last Thursday of every month.

The primary objective of these workshops is to enhance mutual understanding and upskilling among team members, ultimately contributing to the achievement of the project's overarching goals. The D'MADD team will share insights related to their work as well as have the chance to impart valuable experiences and life lessons that could benefit the entire team.

This initiative not only promotes professional growth but also strengthens the bonds within the DMADD team, setting a positive tone for collaborations and teamwork.



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Productivity Methods: Self Organisation for Creatives.

28 November 2024



For this month's training, Communications Specialist Haleem decided to present a video tutorial on "Productivity Methods: Self Organization for Creatives" by Benedikt Glatzl.



Benedikt Glatzl is an experienced IT product manager and executive based in Geneva, Switzerland. He has over 10 years of experience in evaluating and steering products and companies in sectors like travel, mobility, insurance, and health tech. Benedikt has worked for Google as a product quality strategist and has been involved with startups at various growth stages.

He has published this course on DOMESTIKA.ORG

(<https://www.domestika.org/en/courses/4931-productivity-methods-self-organization-for-creatives>)

In the course he guided us through a journey of self-discovery. He then laid down the foundations of a productivity system by explaining the basics, principles, and essential materials. As the course progress, he helped to build a personalized productivity system by setting goals, categorizing tasks, deciding on actions, and creating task boards. He taught us to how to prioritize tasks weekly, estimate durations, and schedule effectively.

The course also covers managing task boards and calendars across different life areas, handling unexpected tasks, and mastering the Inbox Zero system. The digital tool he used as a task board was called Trello and Google Calendar.

Here I would like to step in and highlight that the Microsoft Office productivity tools "Planner" is a similar app and with the power of the Microsoft 365 integrated ecosystem, we can seamlessly work with outlook calendar, Microsoft to do list, and email for a an easier work-

flow.

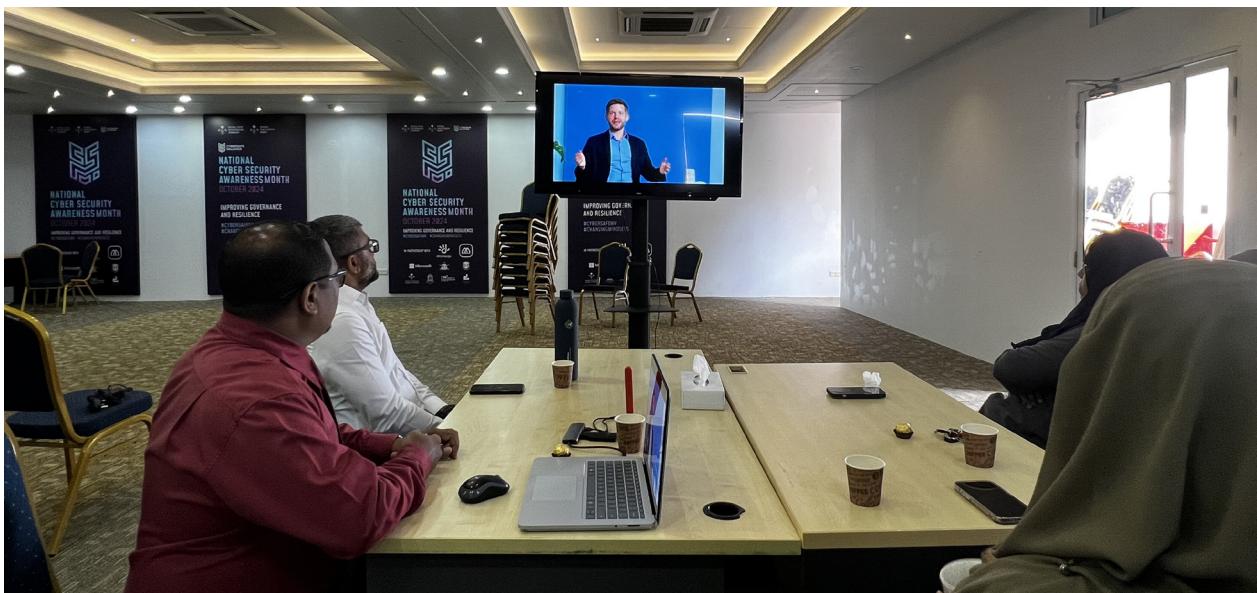
Finally, we learnt how to design a personalized workflow system as part of the final project, ensuring that your productivity techniques seamlessly integrate into your daily routine and allow your creativity to thrive.

I had always found myself in trouble when I gave my supervisor expected deadlines. Which all the time overshot, not for lack of trying. So, my key takeaway from the video course is estimating time which is summarized in the table below.

Estimating time

To build a realistic weekly schedule for yourself, you need to master the art of estimating how much time completing a task takes. All ways add the buffer extra time as shown below for task types.

Task Type	How much extra time
Known Tasks	+25% - 50%
Tasks depending on other people	+50% - 100%
Tasks in which you have no expertise	+100% - 200%



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