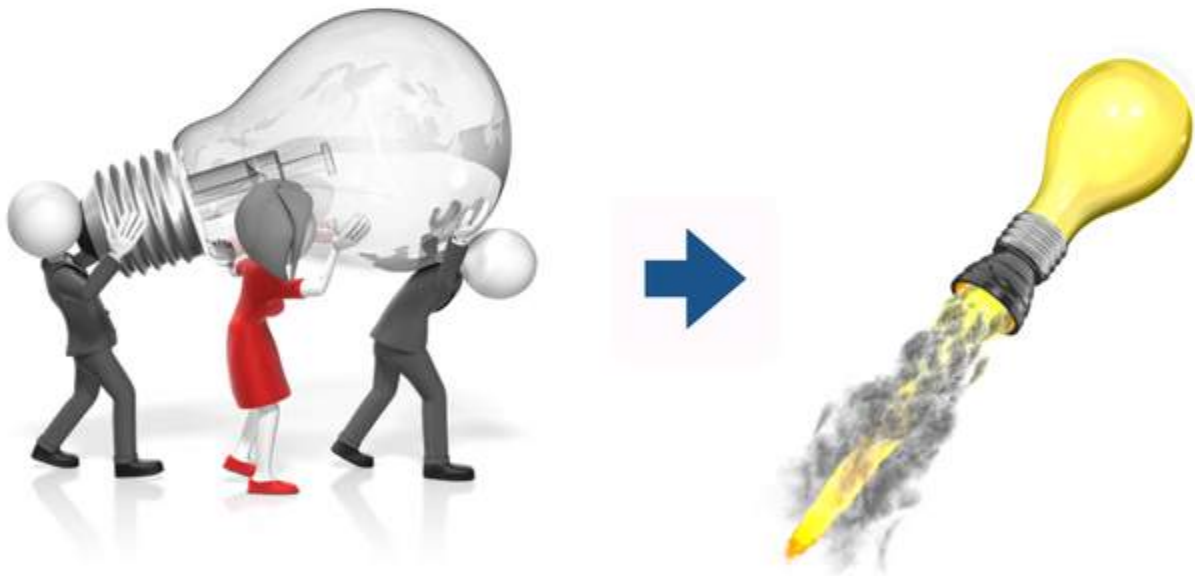


FREE GUIDE

WORK MASTERY:

**WORK LESS.
ACHIEVE MORE!**



FAIZEL MOHIDIN

Mind Map to Kanban
Personal Agile System

Work Mastery: Work Less. Achieve More!

- Do you have too much to do and too little time?
- Do you have great ideas, but none of them are getting implemented?
- Would you like work-life balance?
- Would you like to be the best at what you do and still have time to play?
- Are you managing things in your head?
- Are you using To-Do lists and they are letting you down?
- Are you using old school project management methods?

If you said yes to any of these questions, then you have probably realized that the way the world works has changed.



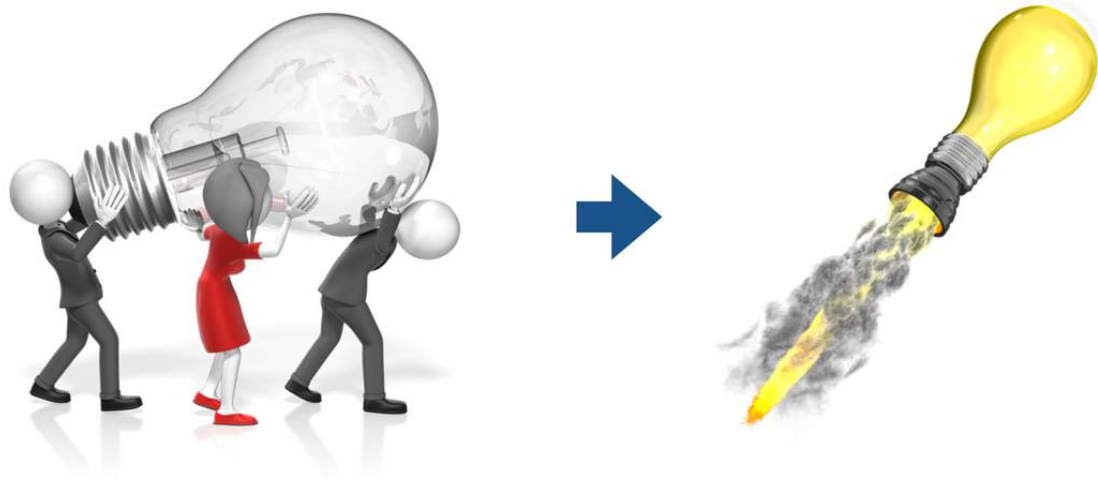
The methods we use have been designed in the Industrial Age. And they are not suitable for the fast social, technological and economic changes happening in this fast paced world.

So we need a new way of working.

Are you ready to learn how to master your workload and get your Big Ideas Implemented?

What you will learn

In this guide, I'm going to show you how to master your workload and get your big ideas implemented. In this way, you will work less and achieve more!



I'm first going to show you the phases that all work goes through.

Then I am going to show you the process to manage each phase.

Finally, I'm going to show you free tools that you can use to manage each phase.

If you do this

If you follow this guide to the end, you will have a solid understanding of how to master your workload to get your big ideas implemented.



You will know the three phases that all work goes through. And you will know what is needed for each phase of getting an idea implemented.

Finally, you will have an idea of how suitable you are for each phase, and what you can do about any shortcomings you may have.

If you don't do this

If you don't do this, you will never learn how to master your workload and get your big ideas implemented, you will always be sitting with ideas in your head. Your brain will continue to loop and work on those unfulfilled ideas and it will prevent you from achieving what you are capable of. This is known as the Zeigarnik Effect.

If you don't know how to get the important things done, urgent things will always take priority.

Dwight D. Eisenhower is reported to have said: "I have two types of problems: The urgent and the important. The urgent are not important and the important are not urgent."

Often things which are more important are at the mercy of things which are less important.

If this happens, you will never master your workload - and your big ideas will never get implemented.

Are you ready to learn how to master your workload and get those big ideas Implemented?

Who am I?

Before we get started, let me tell you a little story about myself...

I'm Faizel, and I'm the owner of Using Mind Maps Academy, an online school and a coaching service that teaches you how to use Mind Maps, Visual Tools, Systems and Processes to be more effective at work, in business, in your education and in the workplace.

The problem

A few years ago, I left my lucrative Information Systems Manager Job and started my own online venture, while consulting part-time.

A few months down the line, I was sitting with my head in my hands, work was piling up and Mind Maps were scattered all over the show.



I had all these ideas in my head, but very little was getting implemented.

I realised I needed a new system.

I needed a system to get my ideas implemented.

I was using Mind Maps for everything.

There is a saying: "If the only tool you have is a hammer, everything looks like a nail."

I tried to nail everything with a Mind Map.

But, the Mind Map was the wrong tool for managing my time and getting the work done.

Mind Maps, by their very nature, generate more and more ideas. A Mind Map is simply brilliant at doing this. But, I didn't need new ideas. I needed to simply implement the ideas that I already had...

Also, Mind Maps are not linear. And time is the ultimate linear phenomenon. Time simply marches on and waits for no-one - No man, and no woman.

After some serious soul searching, I realised that I had the solution all along!

Initial Success

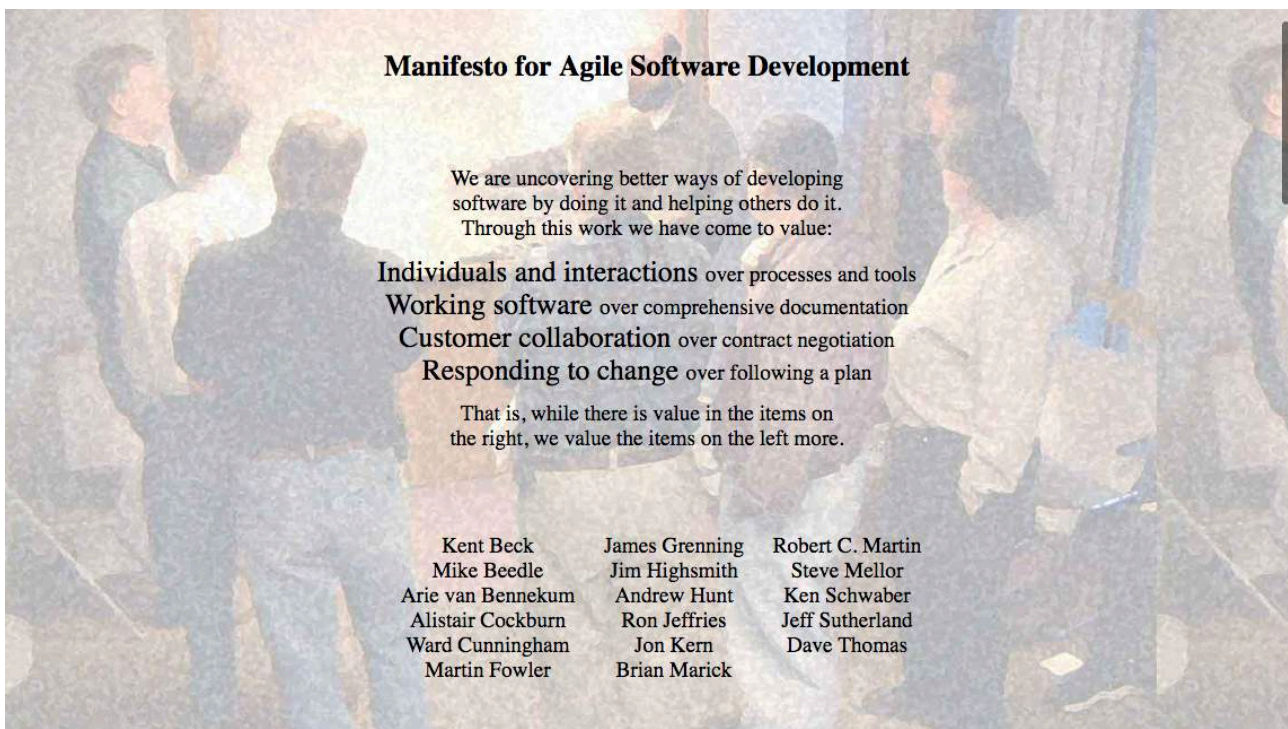
You see, I've been managing software developers for decades.

And one of the great things to come out of the software development world, was Agile Software Development.

The original meaning of Agile is to be able to move quickly and easily.

But, if you search for Agile today, you will most likely see a lot of information about Agile Software Development.

In 2001 a group of clever IT professionals got together and developed the Agile Manifesto for Software Developers.



Because of the fast changing technological, social and economic forces, a new way to manage Software Development was needed.

The old way of defining all the requirements upfront and working out a detailed project plan, with a complete work breakdown structure, simply didn't work anymore.

The old 'waterfall' approach was designed in the Industrial Age and was better suited to building physical things like bridges, houses and cars.

With physical things, the final product varies very little from the original plan.

With mass production the strive was for zero deviation to get maximum efficiency on the production line. And a detailed plan was needed upfront, before any work got done.

But software development was different.

As software gets developed, users experience new functionality and that new functionality drives new requirements.

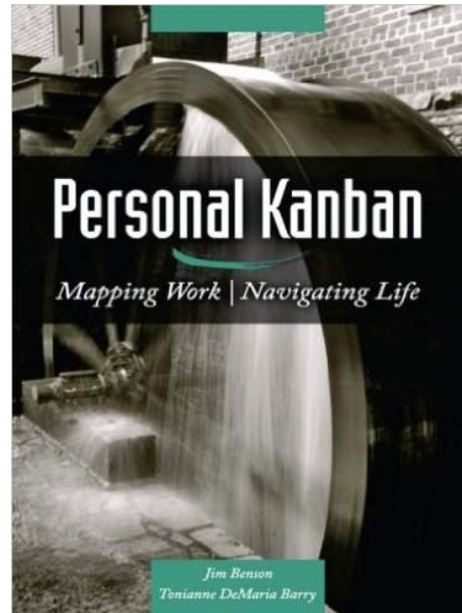
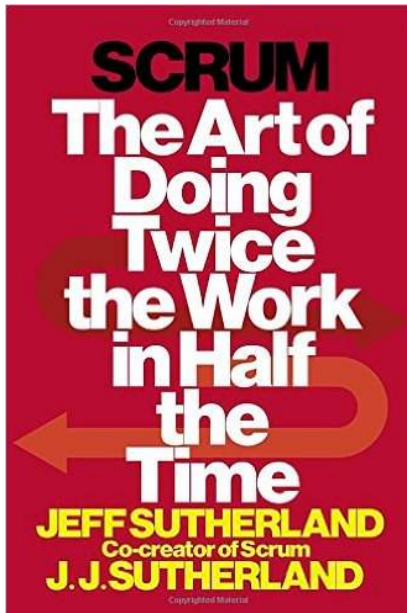
So, the product actually changes as you are developing it.

Industrial Age methods with Gantt charts and detailed To-Do lists simply didn't work anymore.

The new Agile Methods, on the other hand, coped very well with the fast changing requirements of modern software development.

So I thought to myself: 'This works so well for software development, could this work in areas other than software development?'

After searching, I found that a few well-known Agile practitioners had the same idea.



Jeff Sutherland in his book, 'Scrum - How to do twice the work in half the time', opens by saying that the way the world works is broken and proposes an Agile Method called Scrum.

Jim Benson wrote a book, 'Personal Kanban - Mapping Work, Navigating Life', for using a method called Kanban for personal work.

And there were a number of Agile Practitioners doing the same.

So, I tried Agile Methods with my personal work and work began to flow again.

It was a miracle!

I started to feel relieved. The stress was gone and I was able to be creative again.

But, I still had a problem.

Both of these methods used a linear backlog.



And a linear backlog looked very much like a To-Do list.

And I simply hated to-do lists.

Jim Benson even called To-Do lists the spawn of the devil!

(Now, I won't go that far...)

Once again, I had an epiphany!

What if I used a visual tool like Mind Maps to manage the ideas in my backlog.

Mind Maps were perfect for visualising, categorising and communicating ideas.

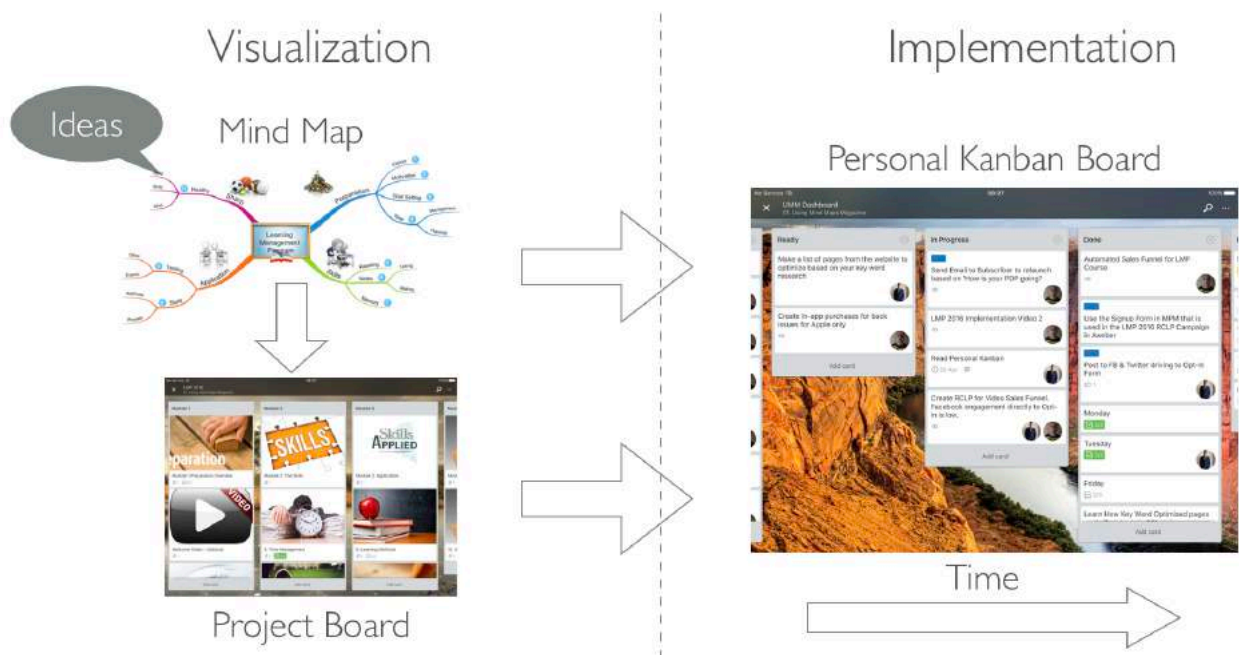
Mind Maps were also perfect to show relationships and hierarchy.

After thousands of hours of trials and tribulations, I finally came up with a solution that worked for me.

I then started testing it with others and the results were amazing!

Out of this the Mind Map to Kanban Personal Agile System was born.

Are you ready to learn how this system works and how it could work for you?



Origins of The System

Michael E. Gerber wrote a fantastic book way back in 1995, 'The E-myth revisited - Why most small businesses don't work and what to do about it.'

While he targeted small businesses owners, the principles also apply to your personal work, or your Big Ideas.

In his book, he described work as being the function of three different roles. While the nature of work has changed since he wrote the book, the 3 roles are still as relevant today as it was back then.

The 3 Roles



According to Gerber all businesses have three roles, whether it's a giant corporation, or a solo business:

- The Entrepreneur
- The Manager
- The Technician (The Worker)

The Entrepreneur

The Entrepreneur is the idea person. It's the person with the big ideas. The Entrepreneur doesn't just have one idea, but many. The Entrepreneur has more ideas than could be implemented in one lifetime - or even a few lifetimes!

The Entrepreneur simply loves having the idea. It's all about the idea.

Unfortunately, that's where it often ends, with the idea, if the entrepreneur doesn't take the next step in implementing the idea.

Sometimes the idea person may even say, when somebody else implements that same idea effectively, "Hey, that's my idea! They stole my idea!"

The Manager

Then we get The Manager. The manager is the organizer. The manager organizes things into priorities and categories. The

manager arranges things into little boxes. The manager loves systems. It's all about the system. The manager doesn't like change. Therefore, the Entrepreneur drives the manager crazy, as the Entrepreneur is always coming up with new ideas.

And the manager simply frustrates the entrepreneur, as the entrepreneur sees the manager as an obstacle to getting his ideas implemented.

If the manager doesn't get somebody to do the work, the ideas will just be organized, and re-organized, into lists that look good, but the work will not get done.

The Technician

Finally, we get The Technician. The Technician is the doer. While the Entrepreneur and the Manager are arguing, debating and organizing the work, the technician goes to work.

After all, somebody has to do the work. Without the technician, work will never get done.

This is where all skilled individuals and subject matter experts operate.

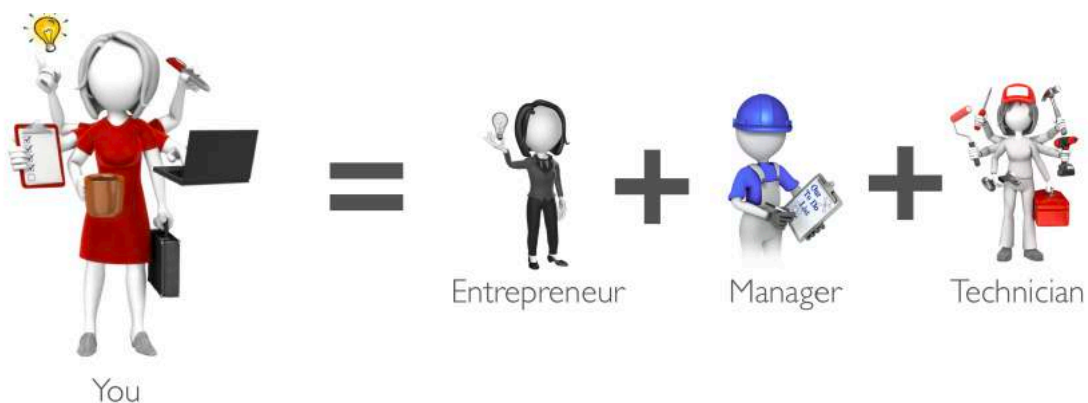
The Entrepreneur frustrates the technician, because no sooner had the technician started the work, than the entrepreneur changed her mind.

And the worker hates the manager, because the manager wants to control what she does and control her time, her life, what she does, when she does it... And she hates being controlled.

In a large organisation, these three roles are often performed by three different people.

And often there is a war going on between the Entrepreneur, the Manager and the Technician.

But in a small organisation, or in our personal work, we often have to perform all three roles.



And there is still a war going on. But this time the war is going on inside ourselves as we grapple with our inner entrepreneur, manager and worker.

To solve this, we need to understand the phases that work goes through, and how we can get through each phase effectively.

The three phases of work

Knowing how the roles work and the responsibilities of each role are important as all work goes through three phases:

- The Idea Phase
- The Organizing Phase
- The Implementing Phase

Each phase is best suited to a different personality type.

Each phase is best suited to a different process.

And each phase is suited to a different toolset.

The Idea Phase is best suited to the Entrepreneur Personality Type.

And the best tool for this phase would be able to effectively take the ideas out of the Entrepreneur's head and make it visible. Once

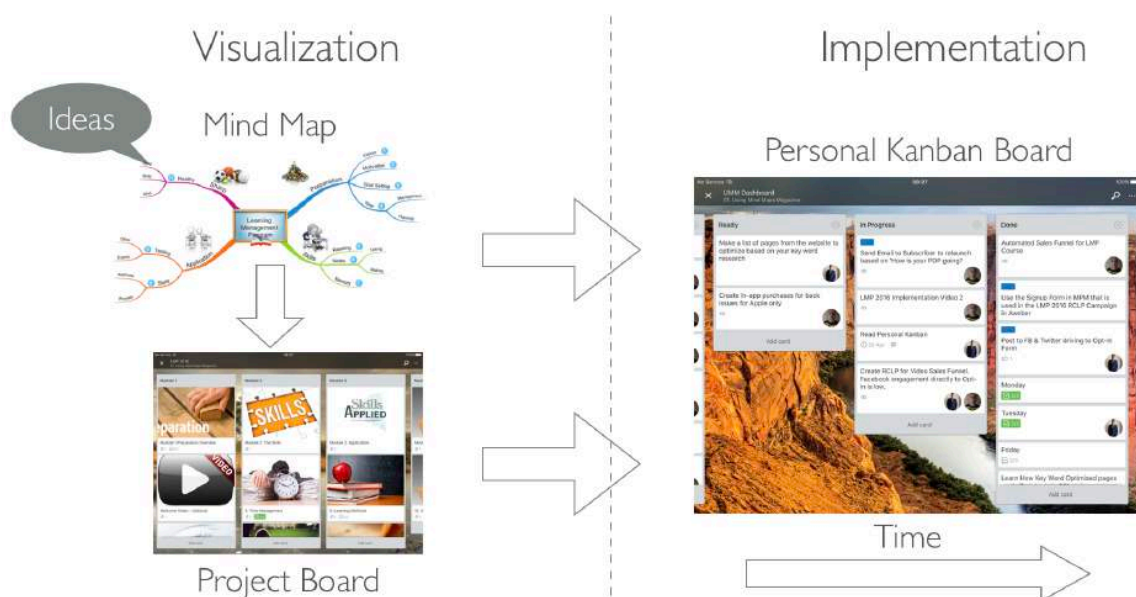
work is visible we can collaborate, communicate and even brainstorm around ideas.

The Organizing Phase is best suited to the Manager Personality Type. And the manager needs tools that can organize and prioritize work into phases and steps to ensure that the right work is being done, and to monitor progress.

The Implementing Phase is best suited to the Technician Personality Type. The technician should easily be able to see when work is complete and what the next step is, so that the technician can work effectively without worrying about the problems of the Entrepreneur and the Manager.

The Process

Now that you know the roles and the phases needed to get work done, let me show you a simple process I've developed to implement any Idea, big or small.



By using this simple process, you will have a repeatable framework that you can apply when faced with a new idea.

The steps are:

- Visualize
- Organize
- Minimize

Let me quickly take you through the three steps.

Step 1: Visualize.

If you have an idea, the first thing you must do is get it out of your head.

If you don't get ideas out of your head, they will start looping in your head. They will become like a stuck record, where the brain goes over the same things again and again.

This is called the Zeigarnik Effect, which says that the brain wants to finish things and will continue looping on unfinished tasks until it is dealt with.

If there was only one idea looping in your head, it may still be okay. But often, there are lots of ideas. And the ideas just get more and more, if they are not dealt with and you don't get them out of your head and make them visible.

The best way to make work visible is to use a visual tool. I prefer a Mind Map, as a Mind Map can group ideas into categories and hierarchies, which shows relationships and importance.

But you can use whatever suits you.

Step 2: Organize

Work must be organised into priorities and steps. This is one of the most cognitively challenging tasks for the brain to do.

If it's done in our heads, we must dig into the recesses of our brain to try to size and prioritize the tasks. It must decide what's important and what's not. It must figure out what's urgent and what's not. It must then arrange it into a sequence. This is hard work for the brain - and it doesn't want to do it.

So, it's best to use a tool to do this. I tend to use Mind Map Software, together with a Visual Project Board, to do this.

Then organizing the ideas can be done by simply dragging them around, with the effects being immediately visible.

Step 3: Minimize

Work gets done one step at a time.

So the idea is to limit the amount of work we are doing at the same time.

The fastest way to get something done, is to work on one thing only until it is done.

But that's not always possible.

So the next best thing is to limit work in progress.

If you viewed your work like the freeway, you can get an idea of how this works.



Picture a freeway at peak time.

Cars are most likely standing still.

Yet there are more cars still coming onto the freeway.

The freeway has the capacity to take more cars, but its throughput has come to almost a standstill.

Studies have shown that cars still flow freely until the capacity reaches about 65%. At that point cars will start to slow down. At 100% capacity nobody is moving.

The same thing will happen to you (if it's not happening already).

The more you take on, the slower you will go.

The less you take on, the faster you will go.

By minimizing your work in progress, you will work at an optimum pace.

That's the best guarantee you have of getting things done.

If tasks are correctly sized and they have already been prioritised, then the worker simply has to pick from the top of the list and do the tasks, one at a time.

I use a visual card system, based on a system originally developed by Toyota, called Kanban, to manage work in progress and get work done.

At it's simplest, a Personal Kanban System has three columns and there are only 2 rules.

The rules are:

- Make Work Visible
- Limit Work in Progress

The three columns are:

- To Do
- Doing
- Done



The Idea is to get work from the to do column to the done column by moving a visual card, which is a unit of work, from the To Do Column, to the Doing Column, to the Done column.

There you have it.

That's the simple three step process to get any work done.

So when you have your next big idea, simply ask:

Can I:

- Visualize it?
- Organize it?
- Minimize it?

If you do this, you will immediately see ideas being implemented more effectively.

Free Tools

Finally, I promised you some free Tools that you can use.

I use Xmind as my Mind Mapping Tool. Xmind has a great free version, so download and install Xmind to start visualising your work.

Go to <http://xmind.net> to download Xmind.

I use Mind Map Software for my Mind Maps, as I can easily rearrange my ideas by simply dragging them around.

It's also great for brainstorming when the idea has not been well clarified yet.

For my Visual Card System, I use Trello. The free version is great to not only get you started, but also for larger, complex projects.

You can get Trello at <http://trello.com>

I prefer to use an electronic version, so that I can share and collaborate with people remotely.

Trello can be used for your Personal Kanban Board and Your Visual Project Board.

Recap:

Let's quickly recap before we look at the next steps.

You learned that there are 3 roles needed to get any idea implemented:

- The Entrepreneur
- The Manager
- The Technician (Worker)

You learned that work goes through 3 phases:

- The Idea Phase
- The Organizing Phase
- The Doing or Implementing Phase

You also learned that each phase is performed by different roles in big companies, as they often suit different personality types.

But, you also learned that in small businesses and in our personal work, we often have to perform all three roles and do all three phases.

To manage this, you needed tools, systems and processes to effectively manage all three phases.

You learned a simple process to get any big idea done:

- Visualize
- Organize
- Minimize

You also learned that a simple visual card system called Personal Kanban could help you get the work done by limiting work in progress.

Next Steps:

You now have a good idea of the processes, systems and tools you can use to get any Big Idea done.

The next step will be to apply it.

But, I've covered a lot of information in a short space of time, so you may be overwhelmed by everything you've learned.

Also, while Personal Kanban is very easy to understand, and you probably got the basic concepts easily, you may need some help to master it.

I've therefore developed a number of programs to help you master your workload and get your big ideas implemented quicker and easier.

One on One Personal Agile Coaching:

The quickest and easiest way is for me to do everything for you and be your Personal Agile Manager for six weeks.

I set up the complete system for you and help you manage your workload to get your big ideas implemented.

And when you are ready, I hand everything over to you, so that you can manage everything on your own.

The best format is via weekly one-on-one Skype Sessions and a shared Trello Board.

Simply email me and put “Coaching” in the Subject:

fmohidin@usingmindmaps.com

And I will get you the details.

The Mind Map to Kanban Course:

The Mind Map to Kanban Course is a self-directed video training program that teaches you everything you need to know about mastering your workload and getting your Big Ideas Implemented.

The self-directed training is for you if you really want to know the theory, or are looking for a more affordable option.

You can see more about the course here:

[Mind Map to Kanban Course](#)

Email me if you have any questions about getting your work done, implementing your big ideas, or anything Mind Map related.

Sometimes that's all that you may need...

To Your Big Ideas and To Your Success.

Work Less. Achieve More!

Faizel

