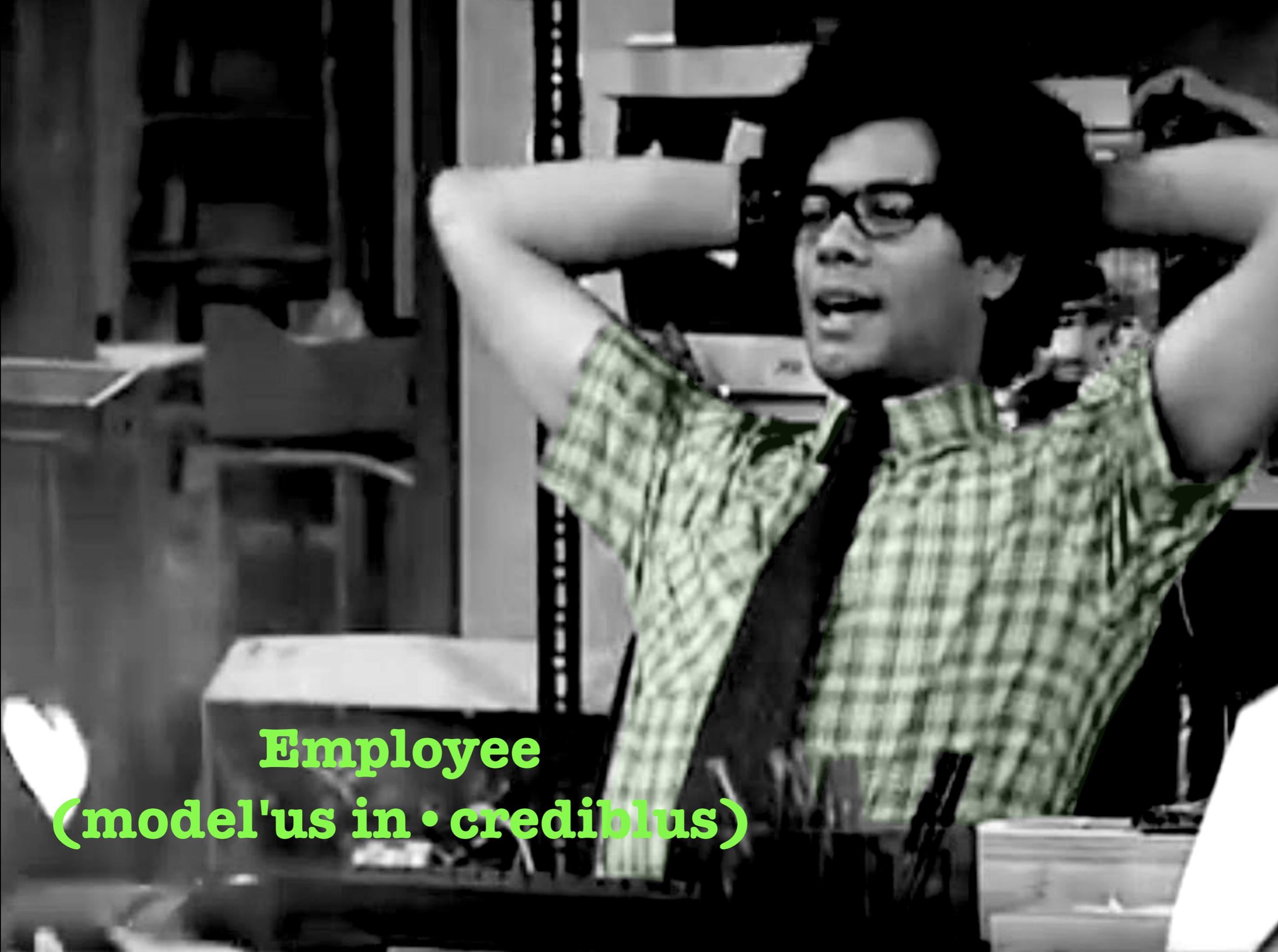


— TIME MANAGEMENT FOR THE





Employee
(model'us in • crediblus)



**‘You don't
find time;
you make
time.’**



**‘Ooooh,
fuuuudge.’**

**A comprehensive
awareness of things
that steal our time...**



**... and an effort
to prevent them
from stealing our time.**



Stop Working Late and Start Working Smart



Time Management

for System Administrators

O'REILLY®

Thomas A. Limoncelli

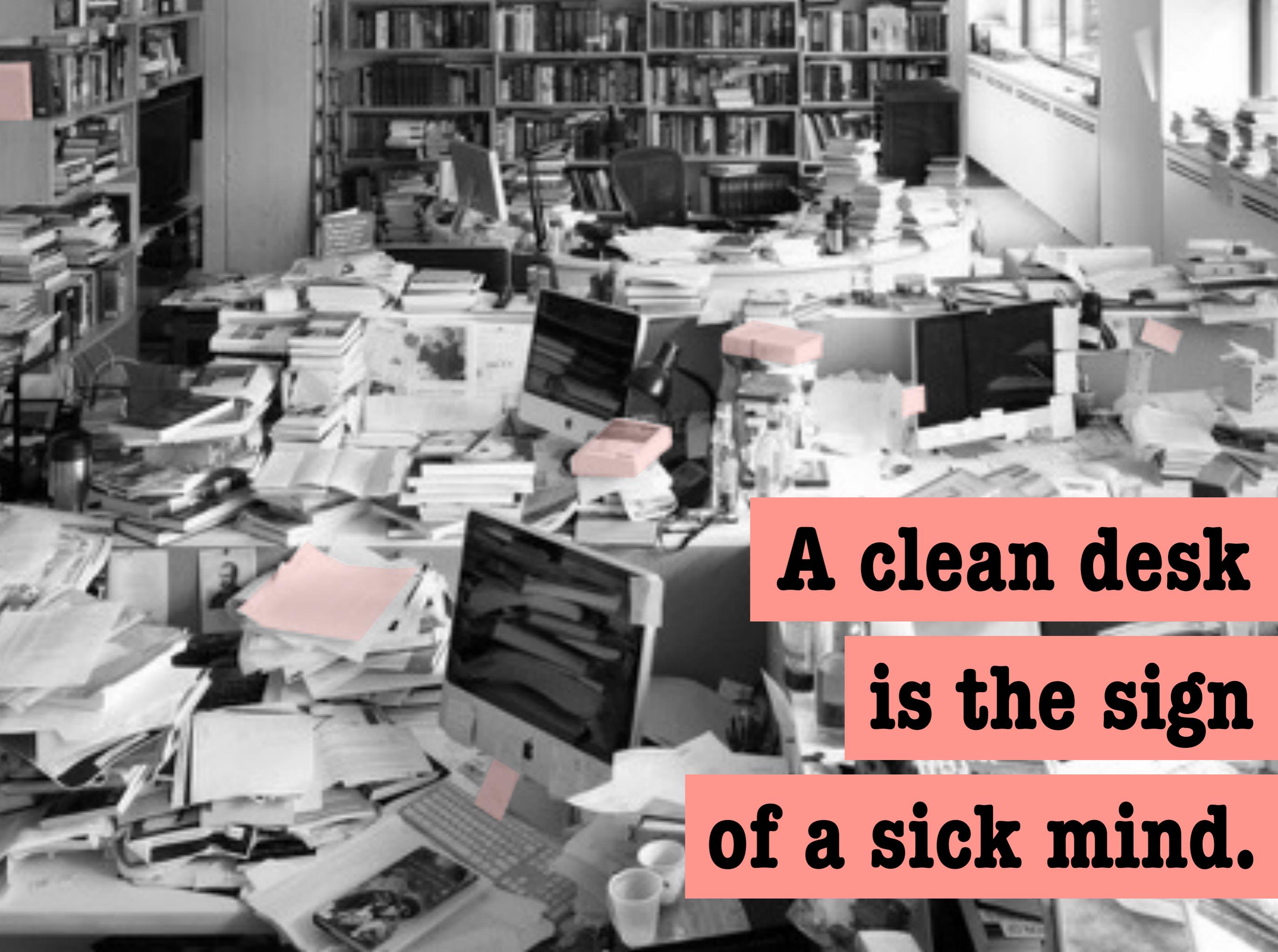


Tom Limoncelli

- Manage interruptions
- Eliminate timewasters
- Keep an effective calendar
- Develop routines
- Use your brain only
for what you're currently working on
- Automate processes for faster execution

Recognizing Distractions





**A clean desk
is the sign
of a sick mind.**



**You had
one job!**



‘You control your desk.

You control how you receive information.’

A large stack of papers is shown in a white tray. The papers are slightly disorganized, with some edges sticking out. In the foreground, a small white rectangular label with the word "In" written in bold black font is placed on the surface.

In

‘You control your desk.

You control how you receive information.’

A large stack of papers is shown in a white tray. The papers are slightly disorganized, with some edges sticking out. A small white label with the word "In" written in bold black letters is placed in front of the stack.

In

	SATURDAY
	13
14	15
16	17
18	19
20	21
22	23
24	25
26	27
28	29
30	31



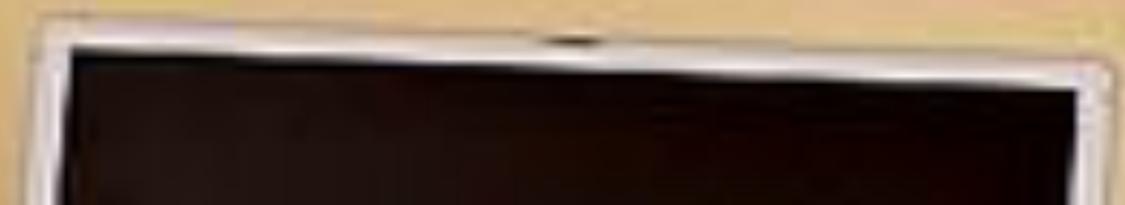
pick up
Jane @ 3pm
flight # 204



KITCHEN DESIGN SPECIAL

NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						
4	ballet 5 knows	6		7	8	9 Happy Birthday Barbara
10	11	12	13	14	15	16
dad in Hong Kong						
17	18	19	20	21 pick up pic by 8pm	22 eat turkey	23
24	25	26	27	28	29	30





KITCHEN DESIGN SPECIAL

GASTRONOMICA

TASTES OF
ITALIA





12 NOV	13 NOV	14
	4 bullet 5	
	leaves	

groceries

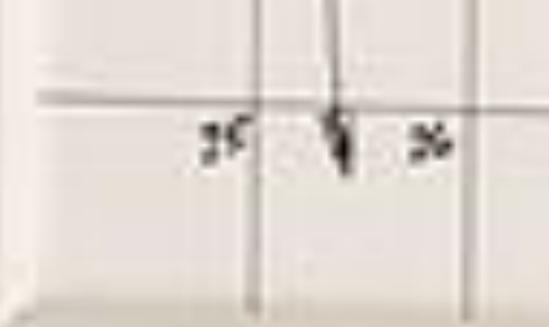


groceries

Julian's rec
8pm

make reservation
for Friday

call Susi





That's not how this works!



Organized clutter != distraction-free





- 1. Put things away.**
- 2. Throw things away.**
- 3. Give things back.**
- 4. Find a new home for things.**
- 5. Process information.**





Memo

طبا
xl492



طبا
xl492

Water
Pipes

طبا
xl492

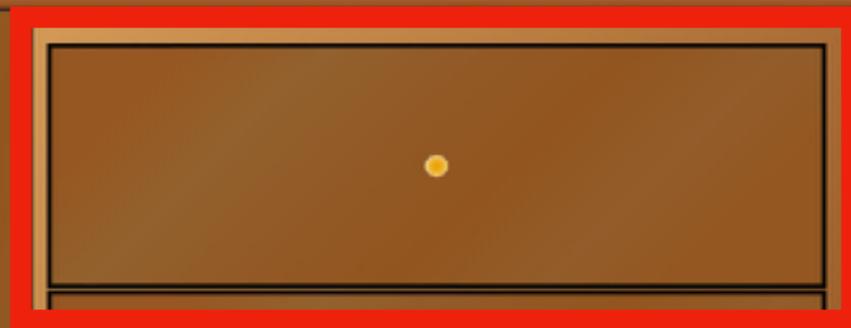




Memo



Category	Item	Value
Electronics	Smartphone	\$1200
Software	Office Suite	\$300
Hardware	Printer	\$150
Peripherals	Mouse	\$20
Accessories	Headset	\$50
Services	Cloud Storage	\$100
Other	Desk Chair	\$200
Total		\$2220





Memo
To: [Name]
From: [Name]
Subject: [Subject]



Lubrider
Advanced Therapy
Intensely Hydrates Extra-Dry Skin



● July 10, 2018

To Read: MacTech, July 2018



Memo

طبا
xk192

INTRODUCING
THE XBOX PHONE 2000
MORE PHONE TO ALL STATES IN A MILLISECOND™

Task	Start	End	Status
Task 1	10/10/20	10/15/20	Completed
Task 2	10/15/20	10/20/20	In Progress
Task 3	10/20/20	10/25/20	Not Started
Task 4	10/25/20	10/30/20	Not Started
Task 5	10/30/20	11/05/20	Not Started
Task 6	11/05/20	11/10/20	Not Started
Task 7	11/10/20	11/15/20	Not Started
Task 8	11/15/20	11/20/20	Not Started
Task 9	11/20/20	11/25/20	Not Started
Task 10	11/25/20	12/01/20	Not Started

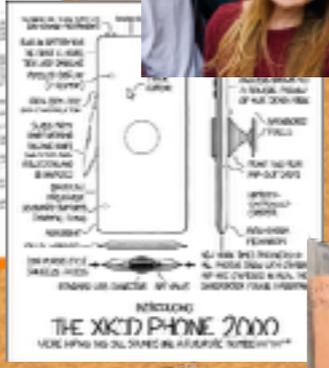
Lubriderm
Advanced
Therapy





Memo
To: [Name]
From: [Name]
Subject: [Subject]

طبا
xl-192



Category	Item	Quantity	Price	Total
Electronics	Smartphone	10	\$120	\$1200
Software	Office Suite	5	\$200	\$1000
Hardware	Monitor	3	\$150	\$450
Peripherals	Mouse	10	\$10	\$100
Office Supplies	Paper	50	\$2	\$100
IT Support	Warranty	10	\$100	\$1000
Total				\$4750

DEFCON
SPEAKER
CALL ME THE DEFCON

Lubriderm
Advanced Therapy
Intensely Hydrates
Extra-On Skin

EXPLODING
KITTENS

Water-Proof
B

Water-Proof
B



Memo

By: [Name]

Date: [Date]

Subject: [Subject]

طبا
xl492



Lubriderm
Advanced Therapy

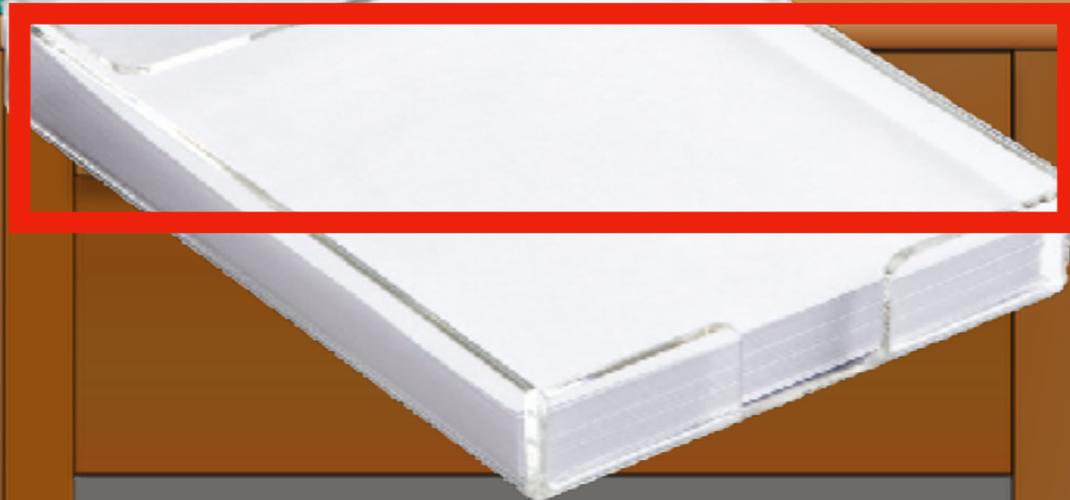


EXPLODING KITTENS

B



Water-Proof
E-Clipboard





Memo

طبا xl492

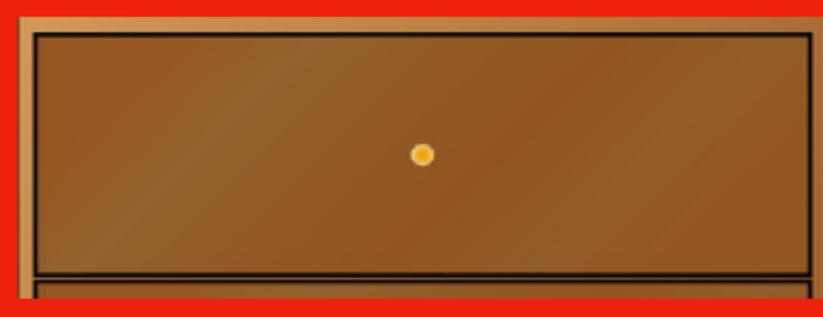


Lubriderm
Advanced Therapy
Intensely Hydrates
Extra-On Skin



**EXPLODING
KITTENS**

Water-Proof





NEW TOUR ADDED EVERYDAY

800 123 4567

Beach Package FROM \$499

Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Spa Retreats FROM \$499

Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Seafood Treats FROM \$499

Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Quality Tour Since 2005

TOUR COMPANY

www.tourcompany.com



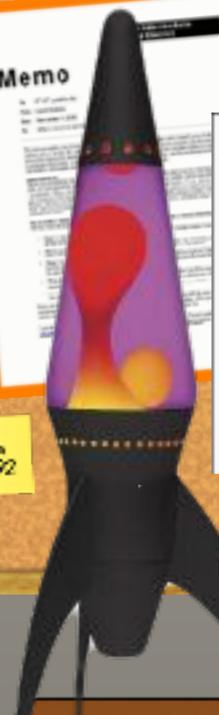
● July 10, 2018

To Read: MacTech, July 2018

Make reservations with spa/resort
(800) 123-4567



طبا
xk492



NEW TOUR ADDED EVERYDAY

800 123 4567

Beach Package
FROM \$499
Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Spa Retreats
FROM \$499
Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Seafood Treats
FROM \$499
Ipsae verspiendus vel eos eos et estemporore etum simagnis esciis eos auda et estesti nihit et voloration gallitios re assi to et faccus.

Quality Tour Since 2005

www.tourcompany.com

TOUR COMPANY





Memo
To: [Name]
From: [Name]
Subject: [Subject]



LubriDerm
Advanced Therapy
Intensely Hydrates Extra-Dry Skin



Task	Start	End	Status
Task 1	10:00	11:00	Completed
Task 2	11:30	12:30	In Progress
Task 3	13:00	14:00	Not Started
Task 4	14:30	15:30	Completed
Task 5	16:00	17:00	In Progress

طبا
xl492

Task 1
Task 2

Water
Dose

Water
Dose





Lib xl492



Lib xl492



Water Proof

Water Proof



Post-it

SUPER ADHESIVE

3M





Memo

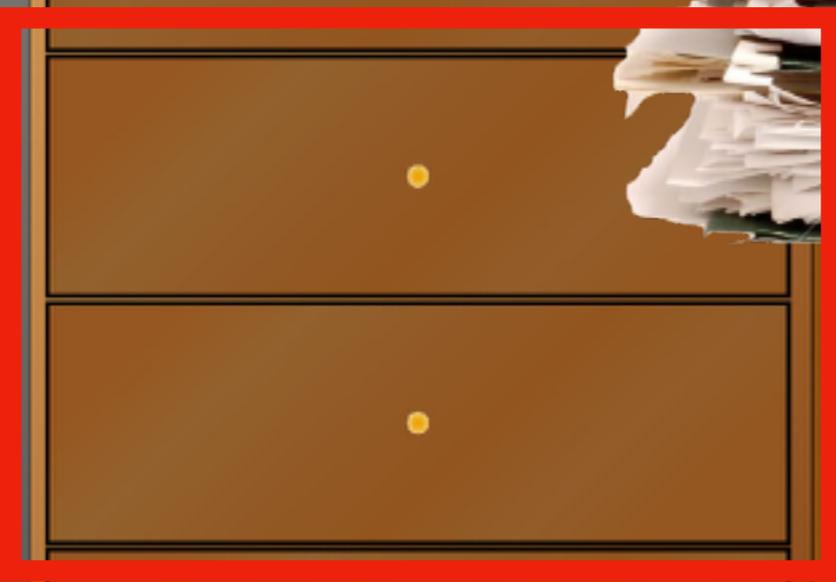
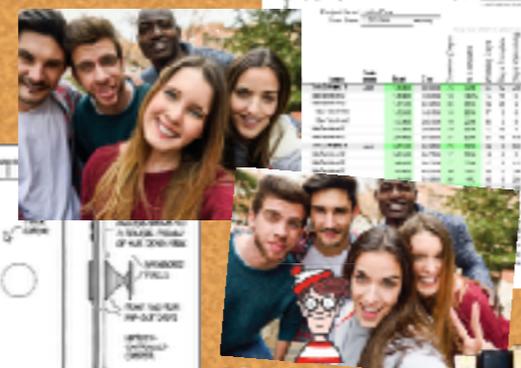
طبا
xk492

LubriDerm
Advanced Therapy

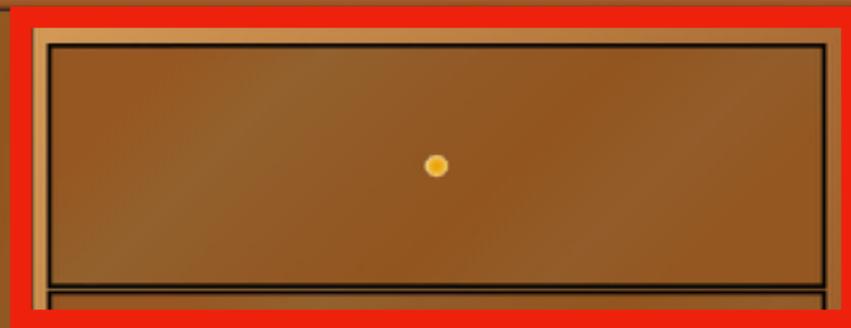
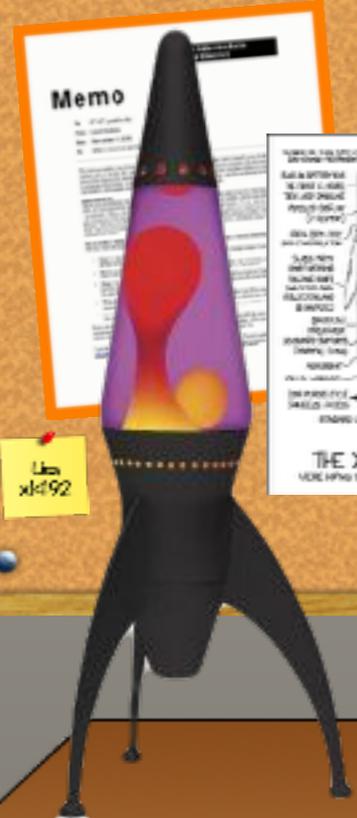




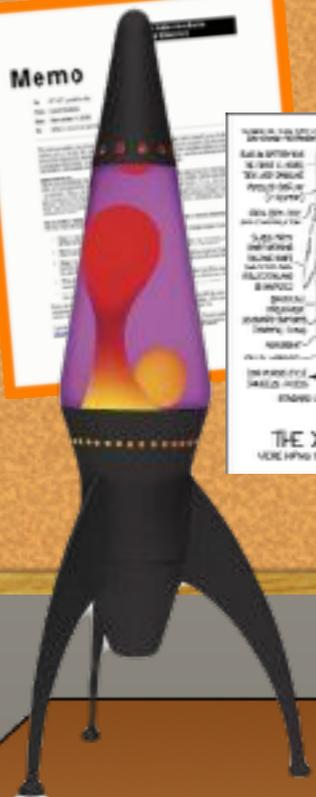
طبا
xl-192







Memo



NAME	STATUS	DATE
John Doe	Active	2023-07-01
Jane Smith	Inactive	2023-06-15
Bob Johnson	Active	2023-07-05
Alice Brown	Active	2023-07-02
Charlie Davis	Inactive	2023-06-20
Diana Prince	Active	2023-07-03
Edward Nigma	Active	2023-07-04
Fiona Glenanne	Inactive	2023-06-18
George Costanza	Active	2023-07-06
Helen Parry	Active	2023-07-07
Ian Malcolm	Inactive	2023-06-22
Jessie Wallace	Active	2023-07-08
Kyle Gribble	Active	2023-07-09
Laura Platter	Inactive	2023-06-25
Marty McFly	Active	2023-07-10
Nancy Platter	Active	2023-07-11
Oscar the Grouch	Inactive	2023-06-28
Peter Griffin	Active	2023-07-12
Quagmire	Active	2023-07-13
Rachel Green	Inactive	2023-06-30
Stuart Little	Active	2023-07-14
Tina Turner	Active	2023-07-15
Udderly Milk	Inactive	2023-07-01
Vladimir Putin	Active	2023-07-16
Walter White	Active	2023-07-17
Xavier Woods	Inactive	2023-07-02
Yoda	Active	2023-07-18
Zoe Lister-Jones	Active	2023-07-19

Lisa
x1492

Return Apple's call
DEP-something
(800) 555-1234

Water
Plant

Ask to go!
PSU MacAdmins
July 10-13
`/usr/bin/stat -f "%Su"`
`/dev/console`



● July 10, 2018

To Read: MacTech, July 2018

Make reservations with spa/resort
(800) 123-4567

Call Apple re: DEP
(800) 555-1234

Add to code snippets:
`/usr/bin/stat -f "%Su" /dev/console`

Memo



NAME	STATUS	DATE
John	Active	2023-07-01
Jane	Inactive	2023-07-02
Bob	Active	2023-07-03
Alice	Active	2023-07-04
Charlie	Active	2023-07-05
Diana	Active	2023-07-06
Eve	Active	2023-07-07
Frank	Active	2023-07-08
Grace	Active	2023-07-09
Heidi	Active	2023-07-10
Ivan	Active	2023-07-11
Judy	Active	2023-07-12
Kyle	Active	2023-07-13
Laura	Active	2023-07-14
Mike	Active	2023-07-15
Nancy	Active	2023-07-16
Oscar	Active	2023-07-17
Peter	Active	2023-07-18
Quinn	Active	2023-07-19
Rachel	Active	2023-07-20
Sam	Active	2023-07-21
Tina	Active	2023-07-22
Uma	Active	2023-07-23
Victor	Active	2023-07-24
Wendy	Active	2023-07-25
Xavier	Active	2023-07-26
Yvonne	Active	2023-07-27
Zoe	Active	2023-07-28

Lisa
x1492

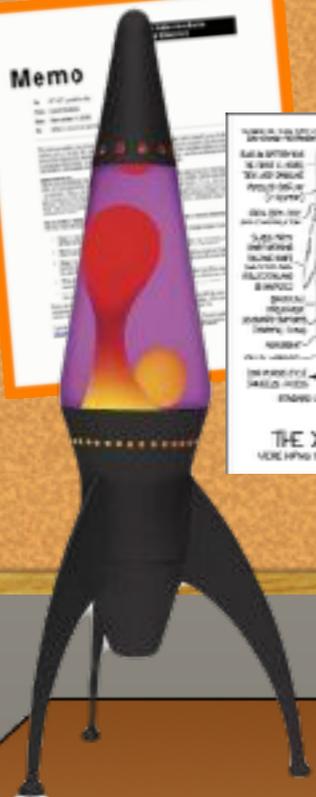
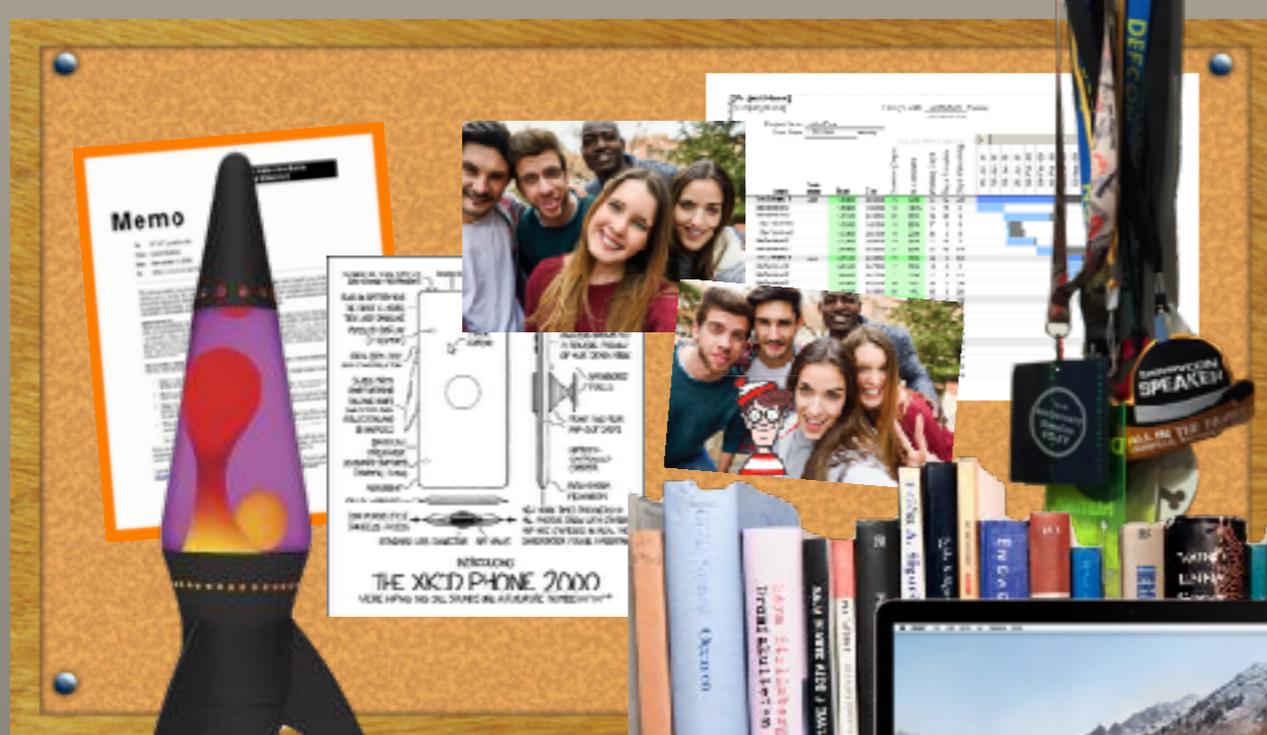
Return Apple's call
DEP-something
(800) 555-1234

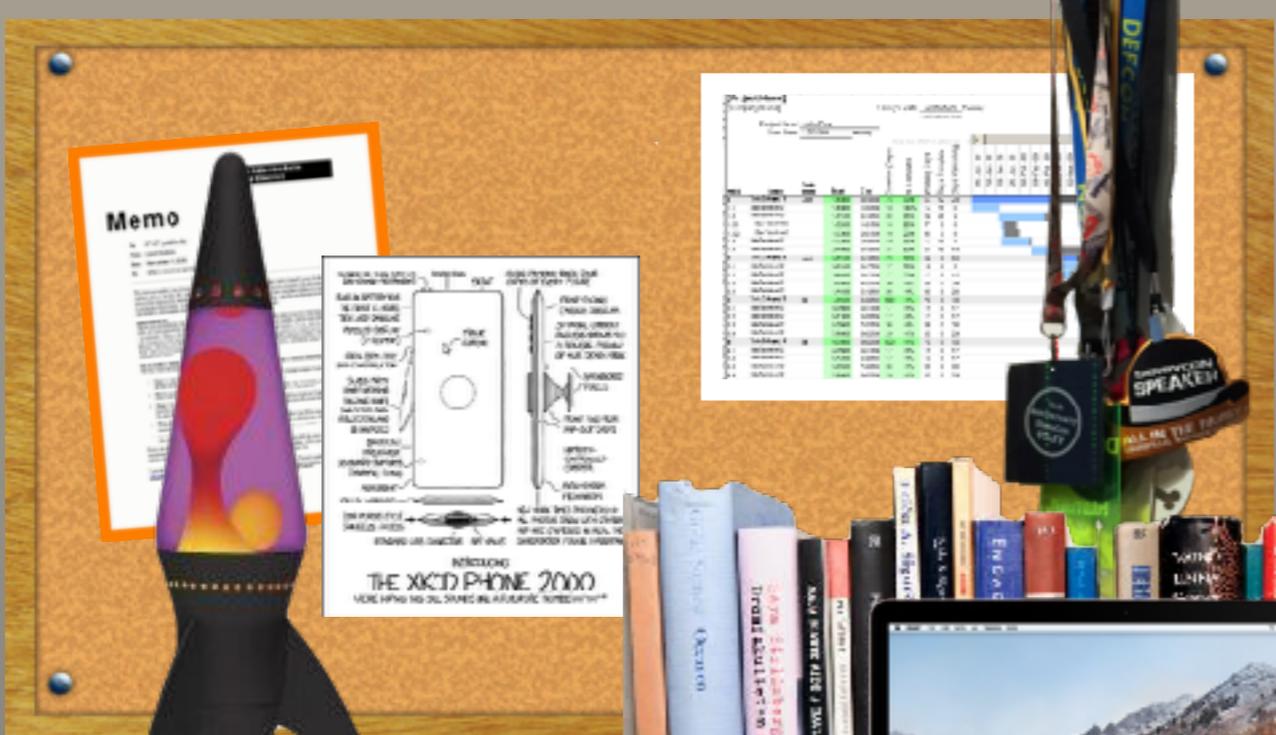
Water
Plant

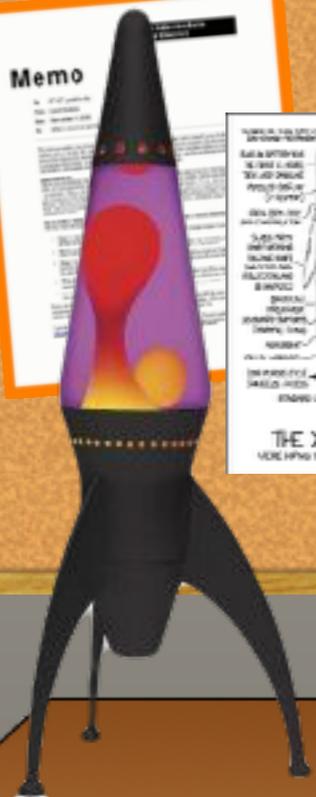
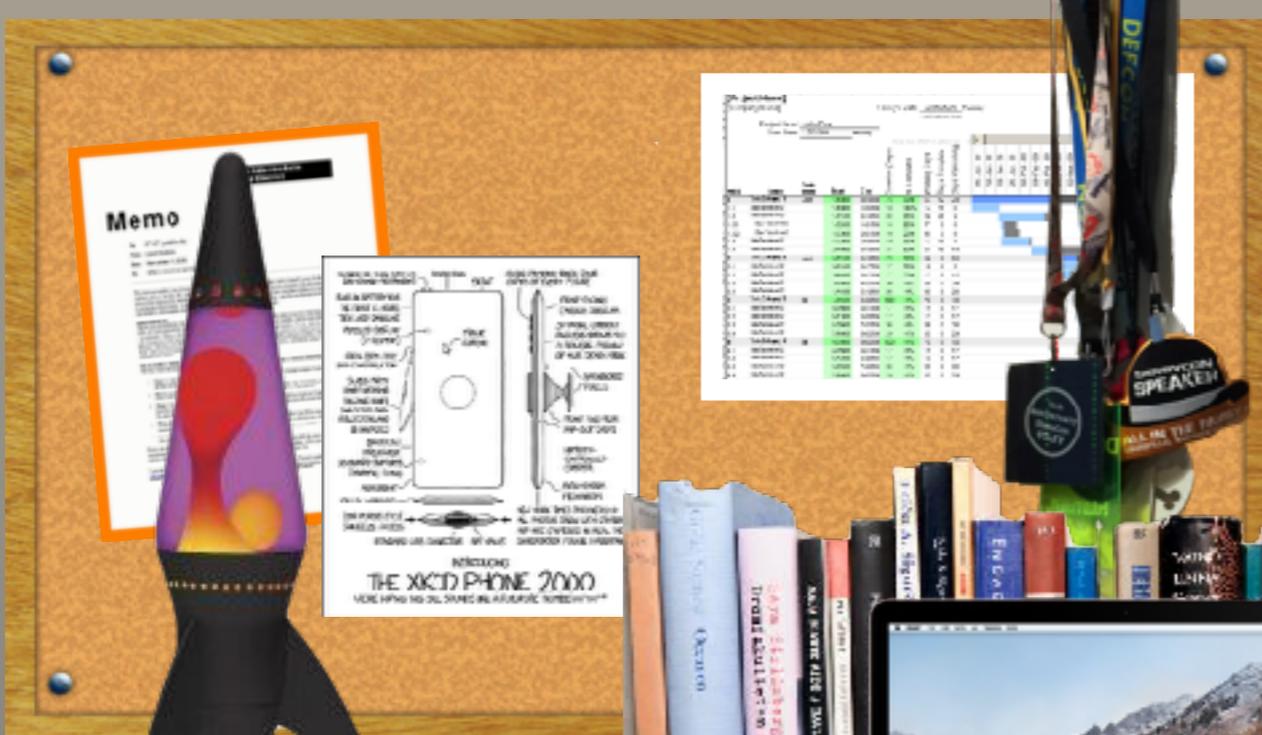
Ask to go!
PSU MacAdmins
July 10-13
`/usr/bin/stat -f "%Su"`
`/dev/console`











● July 10, 2018

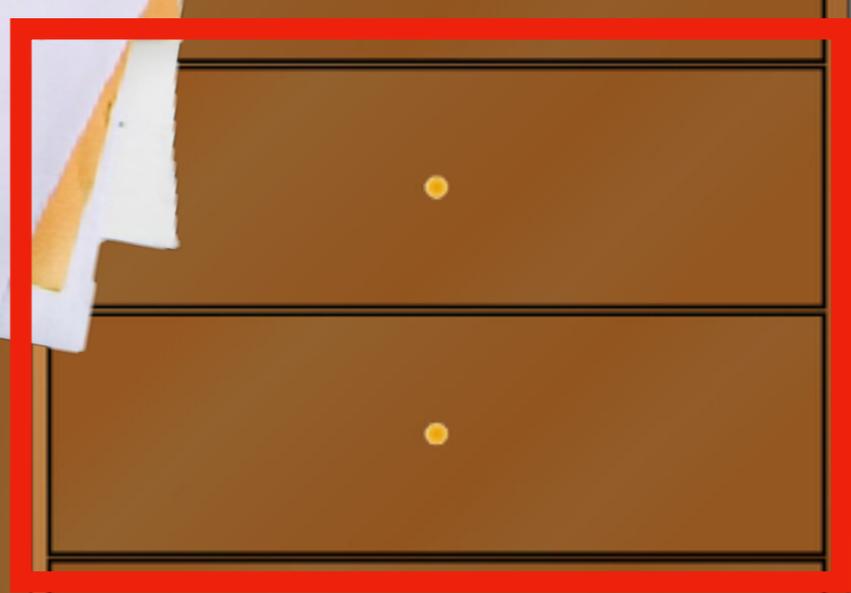
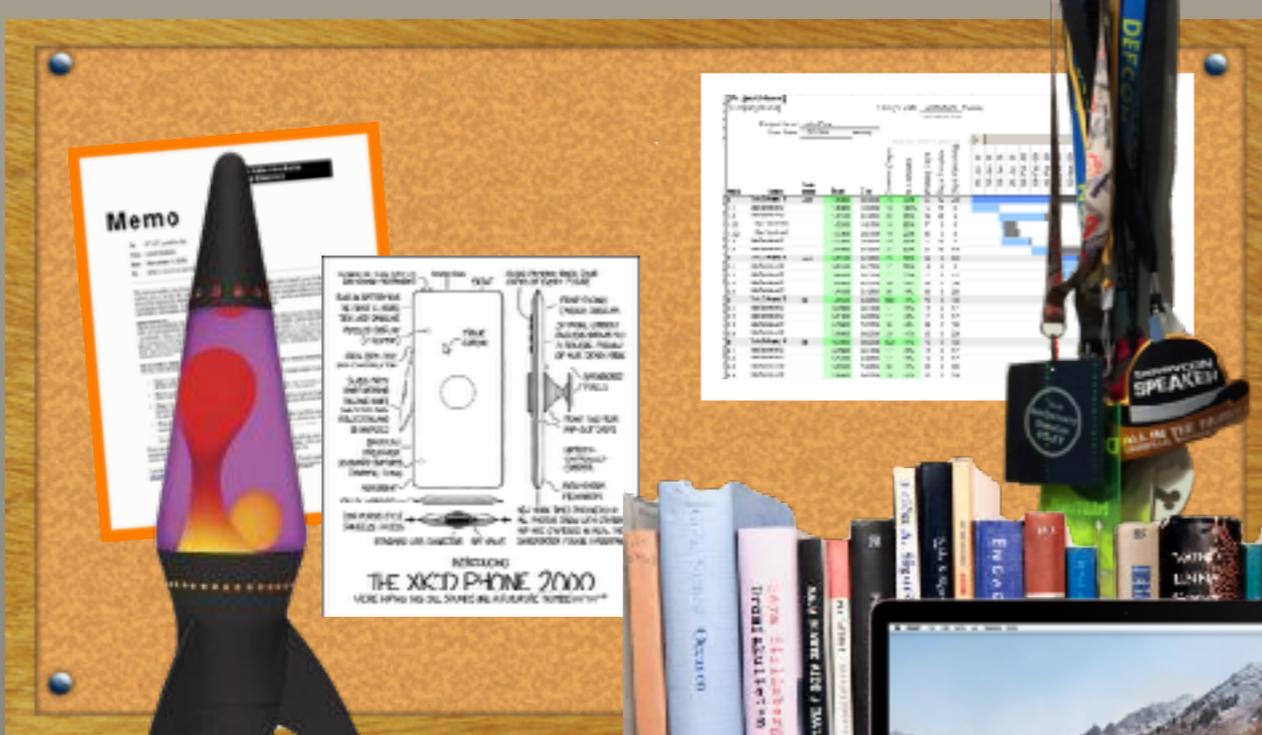
To Read: MacTech, July 2018

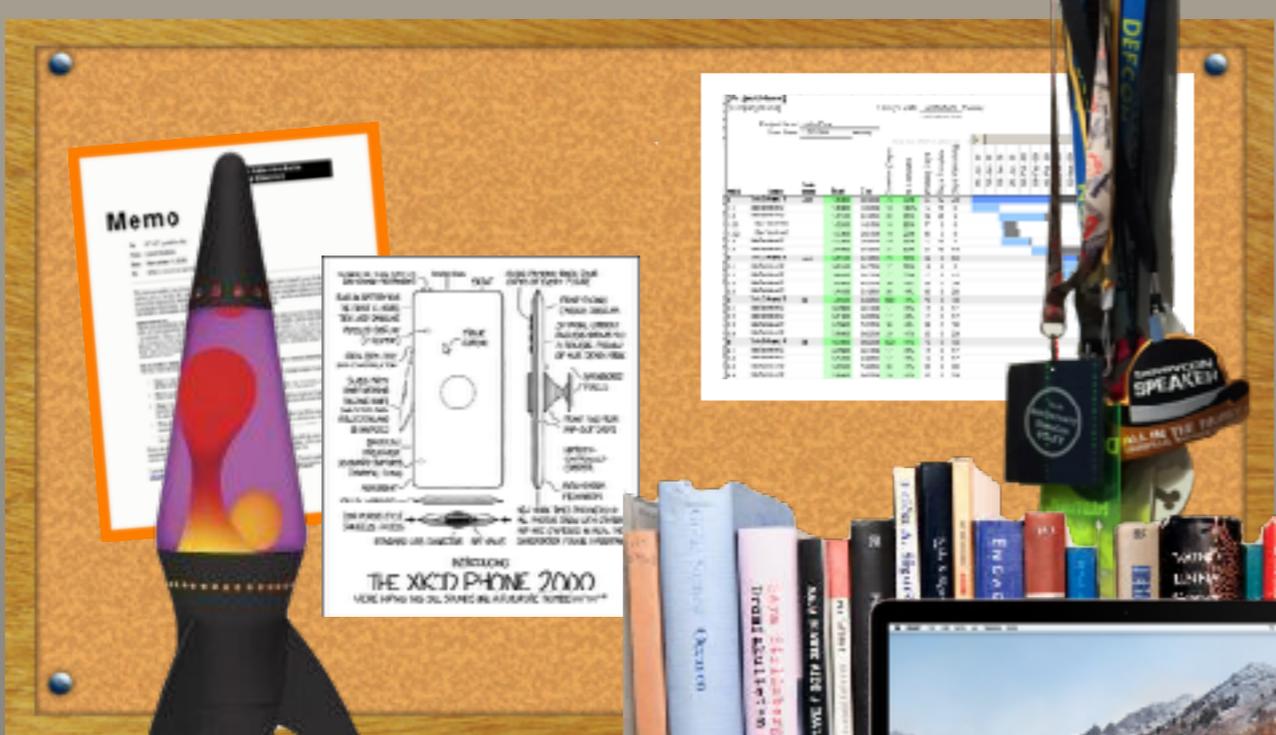
Make reservations with spa/resort
(800) 123-4567

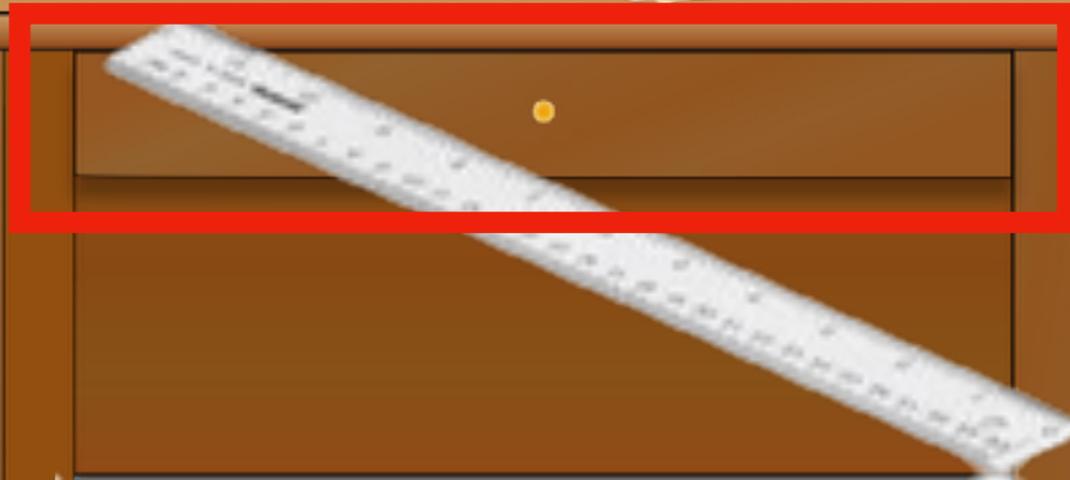
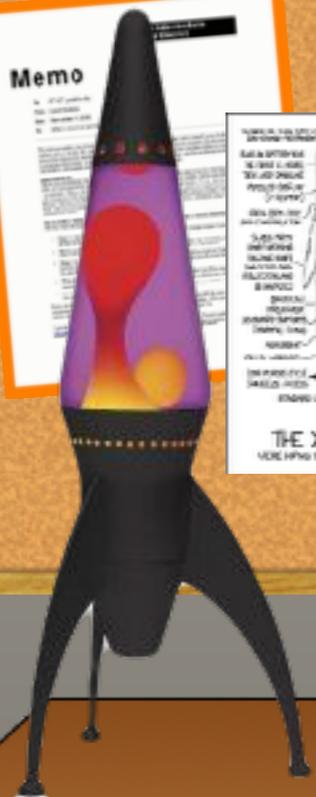
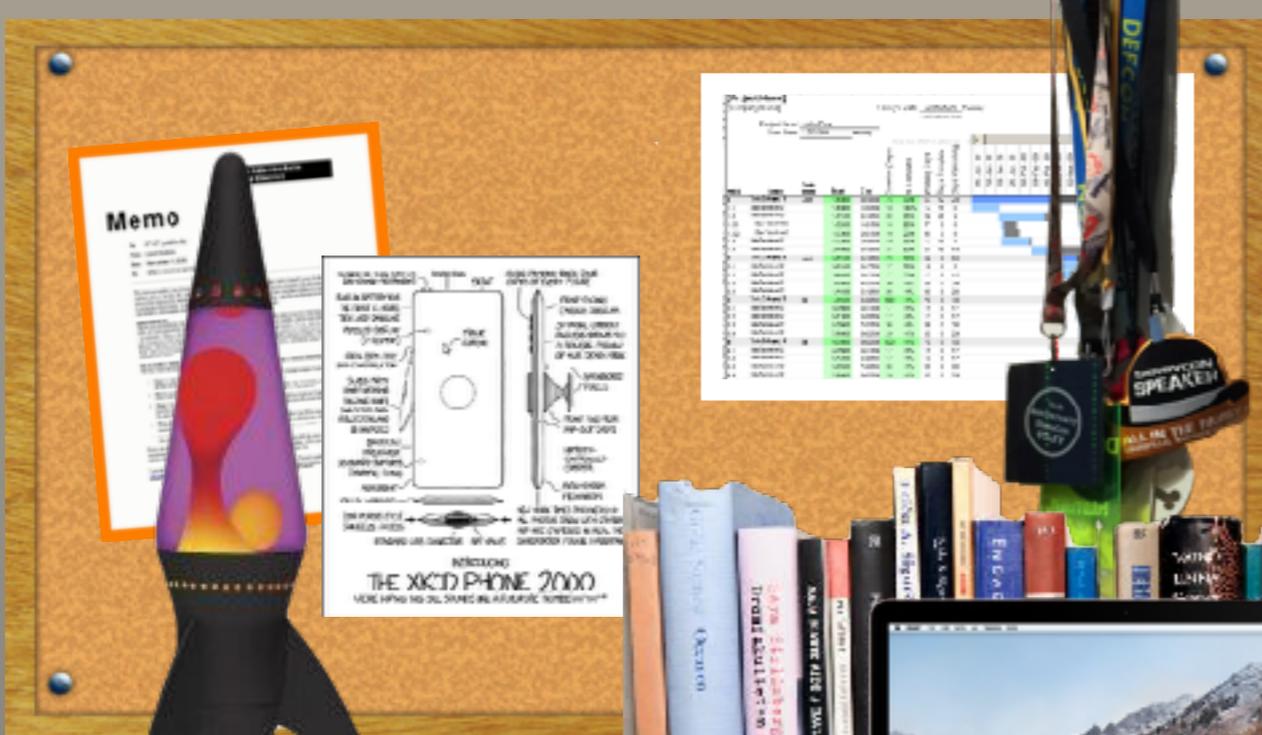
Call Apple re: DEP
(800) 555-1234

Add to code snippets:
`/usr/bin/stat -f "%Su" /dev/console`

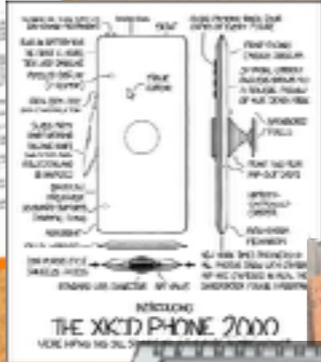
Pending: Pay bills!







Memo



Project schedule Gantt chart showing tasks and their durations.

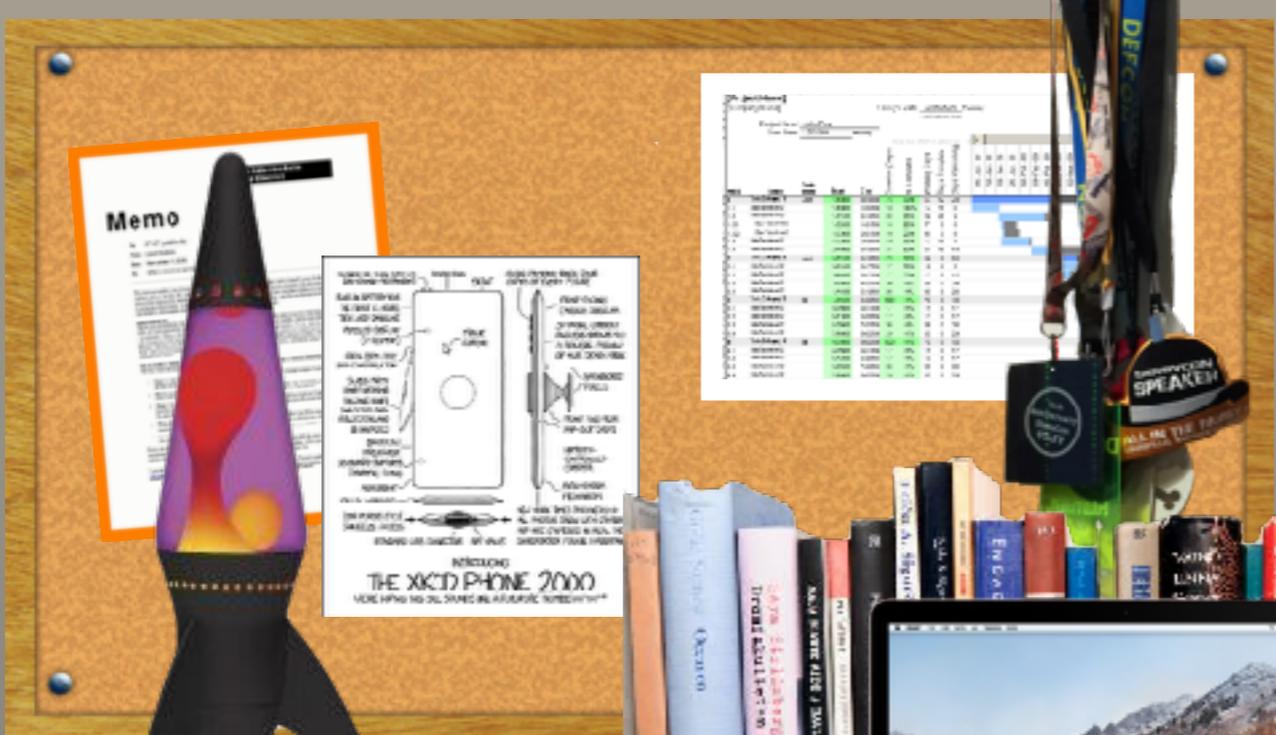


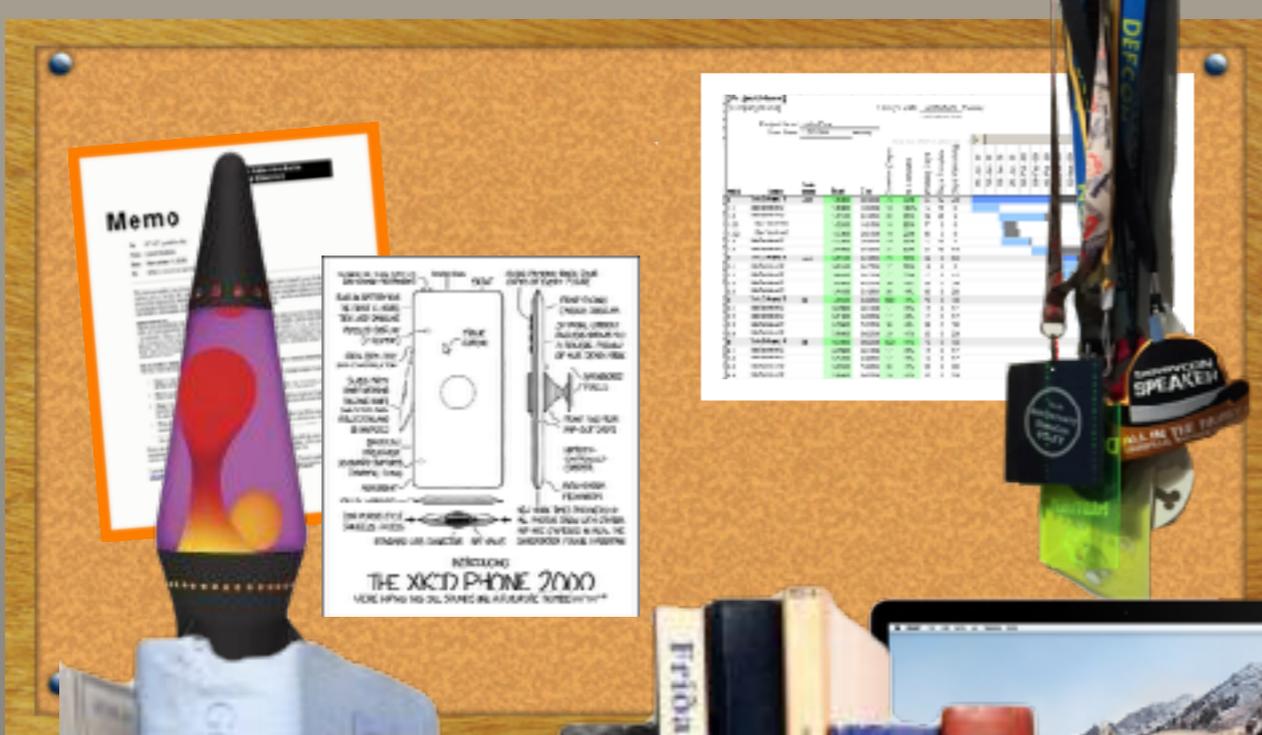
MONTHLY JULY 2017 PLANNER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CHURCH	2	3	4	5	6	7
8 CHURCH	9 Kids To CAMP	10 DR. SETH C. LINDEN	11	12	13 Dinner of Scott and Vicki	14
15 CHURCH	16 V	17 A C	18 A	19 T	20 I	21 O N
22 V	23 A	24 C	25 A T	26 I O N Board MTG	27	28
29 CHURCH	30	31				

NOTES:
PLAN FOR NOV. MEETINGS *









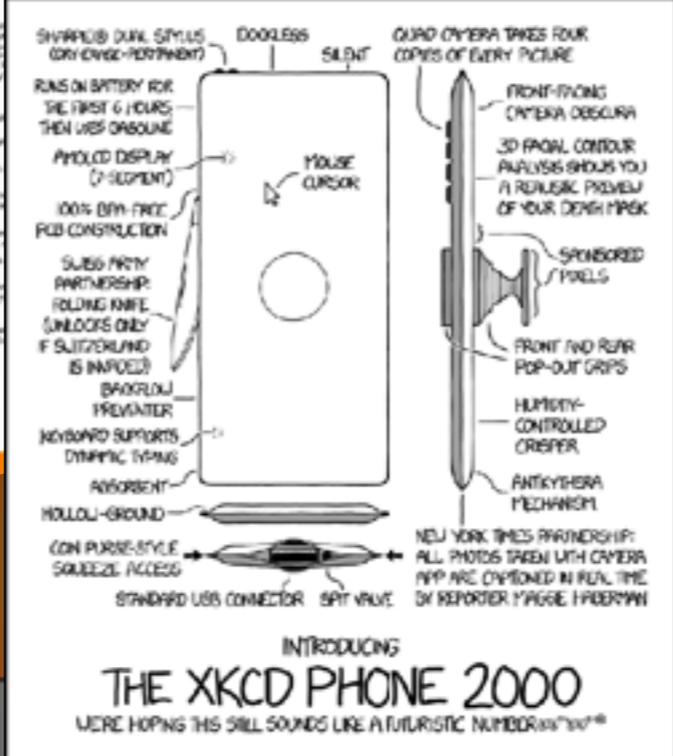
Memo

To: **IT Dept**
 From: **Scott Doolittle**
 Date: **November 14, 2008**
 Re: **When a mouse is worth a whole rat**

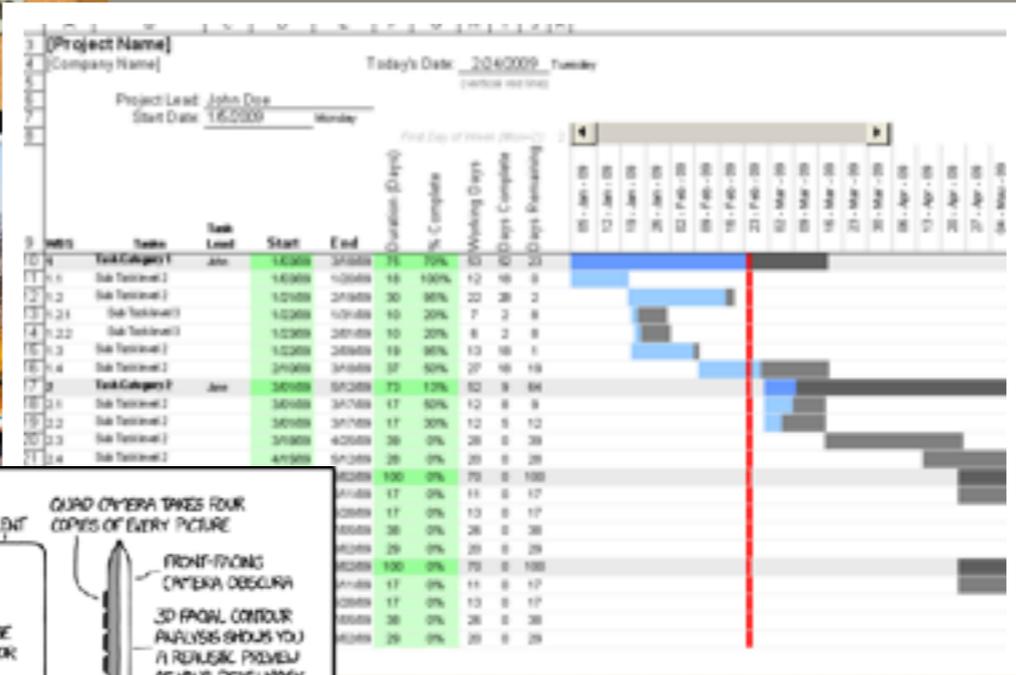
This memo provides basic information about mouse. It is intended to be read and used with your ability to think. You may not be familiar with the use of a mouse, but it is a very useful device for a computer user. This document is the work of the Department of Information Systems. A mouse is a small device that provides input to a computer or other electronic device. It is used to control the cursor on the screen and to click on icons and menus.

What is a mouse?
 A mouse is a small device that provides input to a computer or other electronic device. It is used to control the cursor on the screen and to click on icons and menus.

- How to use a mouse
1. Get a new mouse. Most mice are designed to be used with a computer. They are usually small and easy to use.
 2. Make sure you have the correct mouse for your computer. Most mice are designed to be used with a computer.
 3. Plug the mouse into your computer. Most mice are designed to be used with a computer.
 4. Make the mouse work. Most mice are designed to be used with a computer.
 5. Use the mouse to control the cursor on the screen and to click on icons and menus.

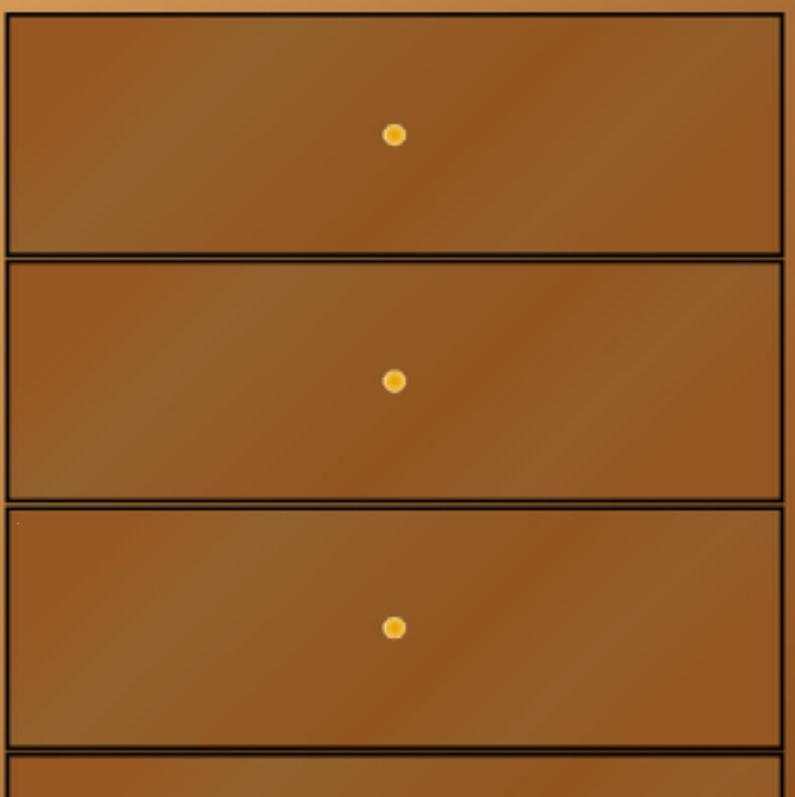
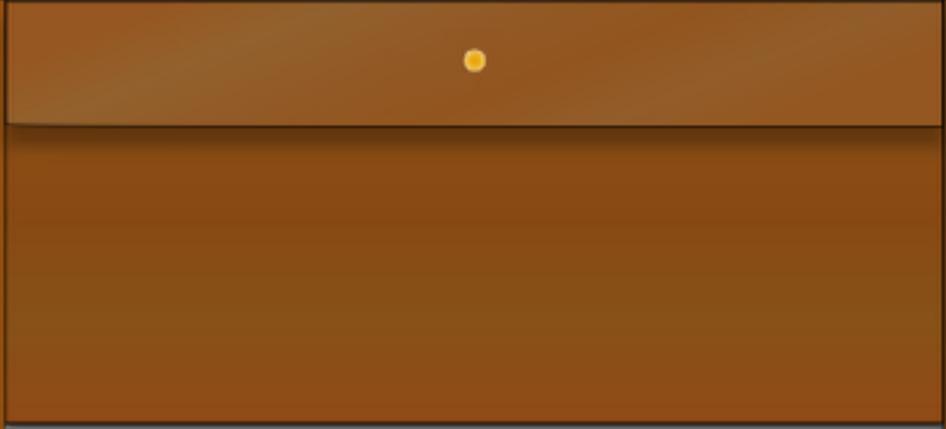
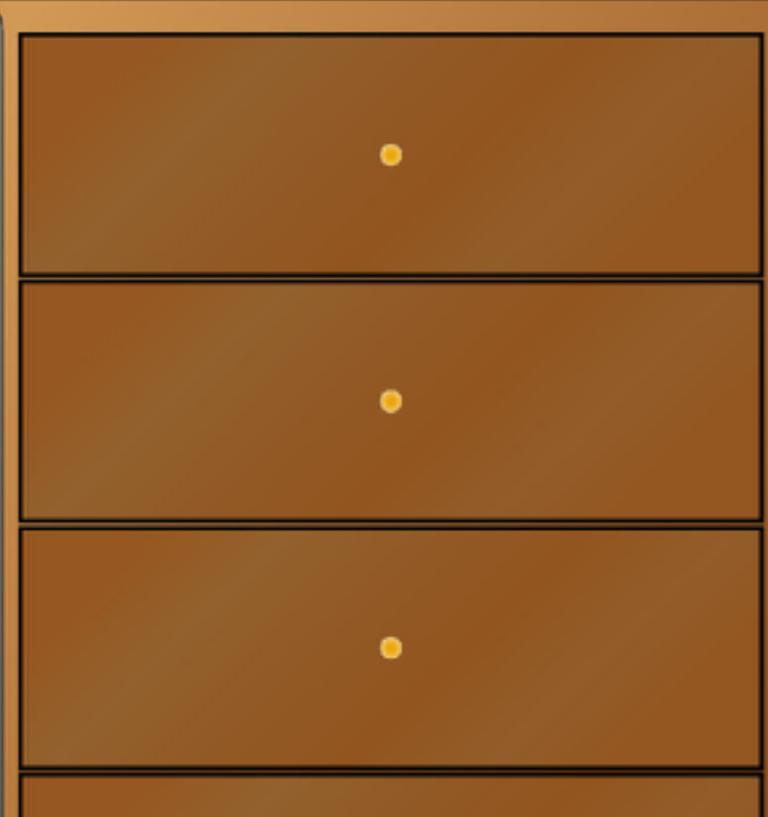


INTRODUCING
THE XKCD PHONE 2000
 WE'RE HOPING THIS SILL SOUNDS LIKE A FUTURISTIC NUMBERING SYSTEM









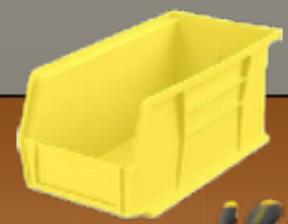
mise en place

mise en place

/MEEZ ahn plahs/ • French • noun

‘putting in place’ or ‘everything in its place’









**A place for everything
and everything in its place.**

● July 10, 2018

To Read: MacTech, July 2018

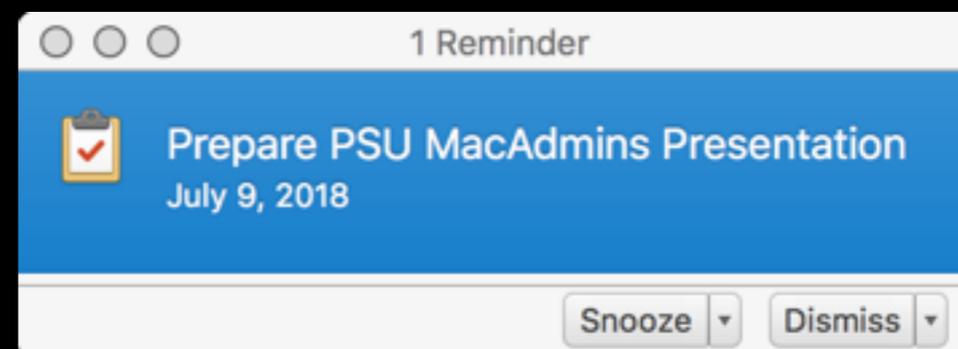
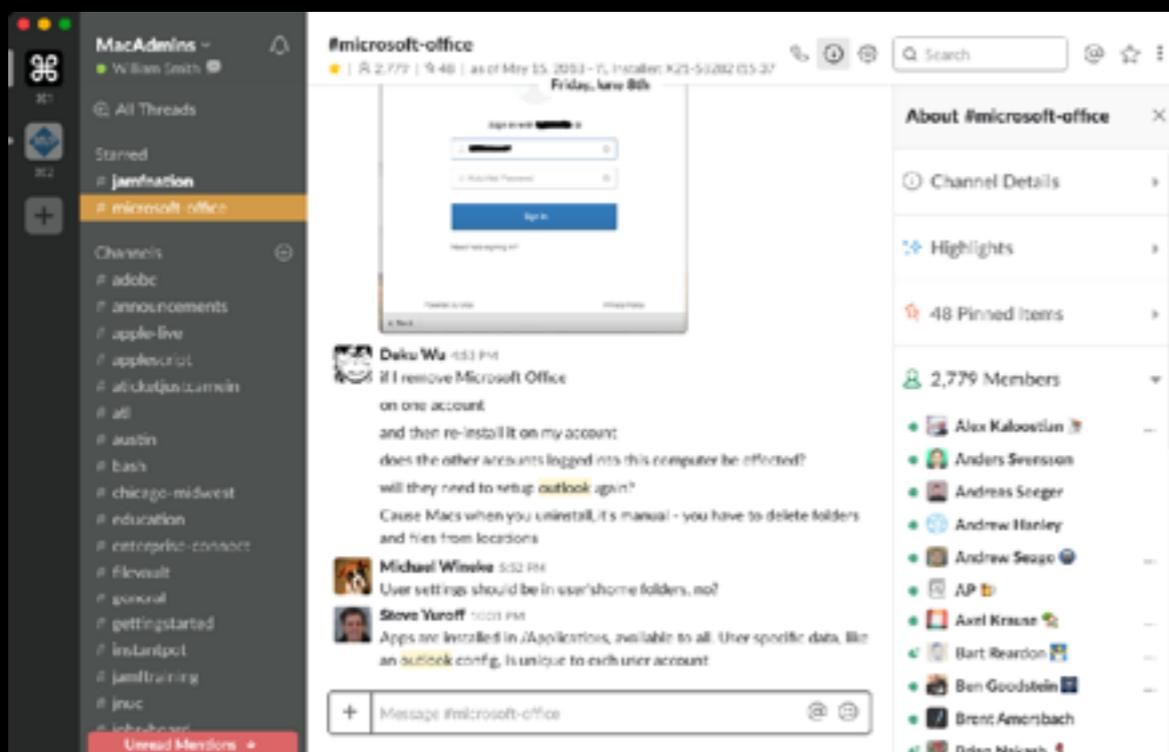
Make reservations with spa/resort
(800) 123-4567

Call Apple re: DEP
(800) 555-1234

Add to code snippets:
`/usr/bin/stat -f "%Su" /dev/console`

Pending: Pay bills!

Distractions

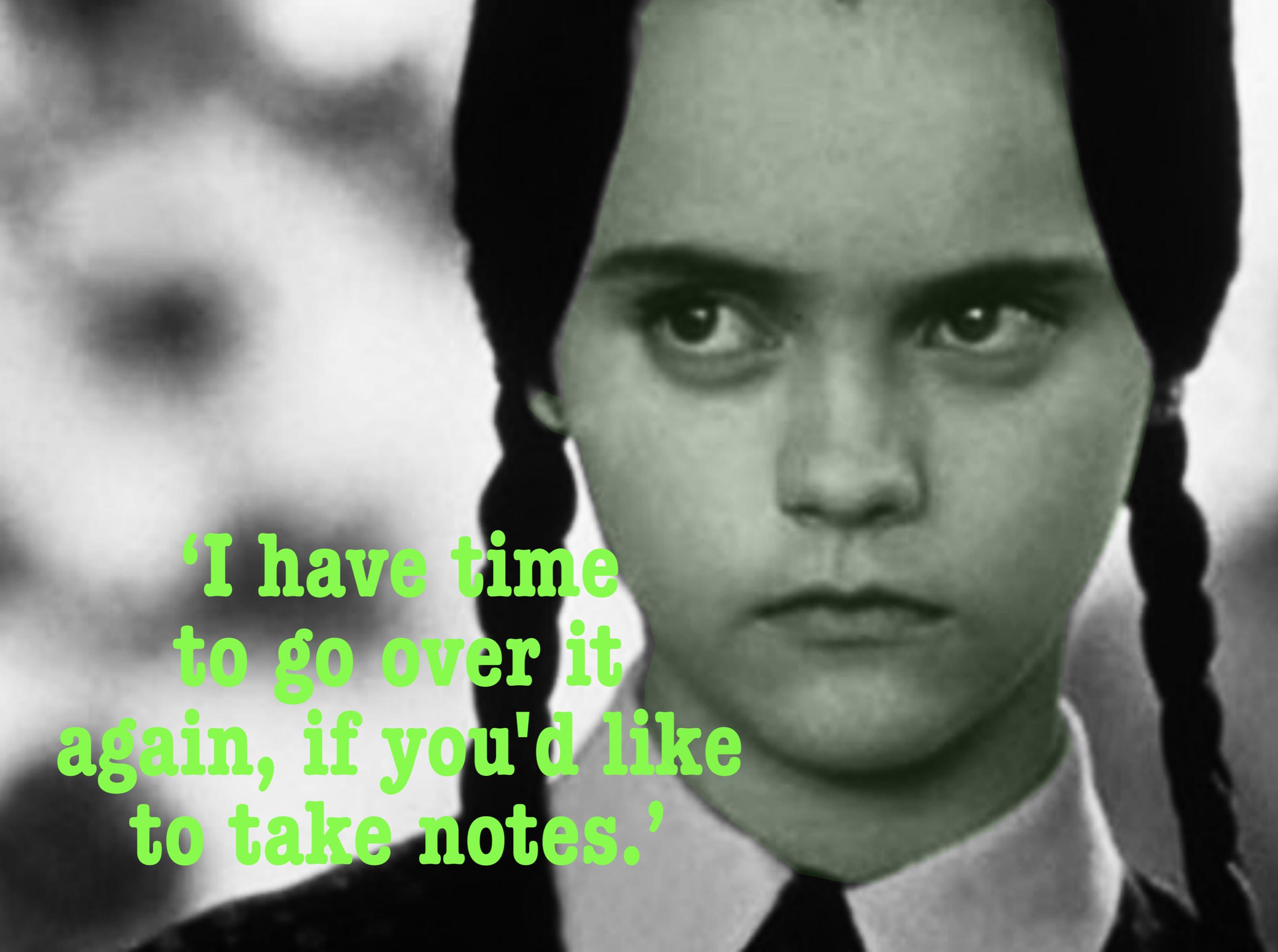


Notetaking and Removing Distractions





**'Can you
write that down
for me?'**



**‘I have time
to go over it
again, if you'd like
to take notes.’**

● July 10, 2018

To Read: MacTech, July 2018

Make reservations with spa/resort
(800) 123-4567

Call Apple re: DEP
(800) 555-1234

Add to code snippets:
`/usr/bin/stat -f "%Su" /dev/console`

Pending: Pay bills!

Time Management for Mac Admins, Bill
For cryin' out loud, write it down!

Pick one place you trust.



Evernote



Notes



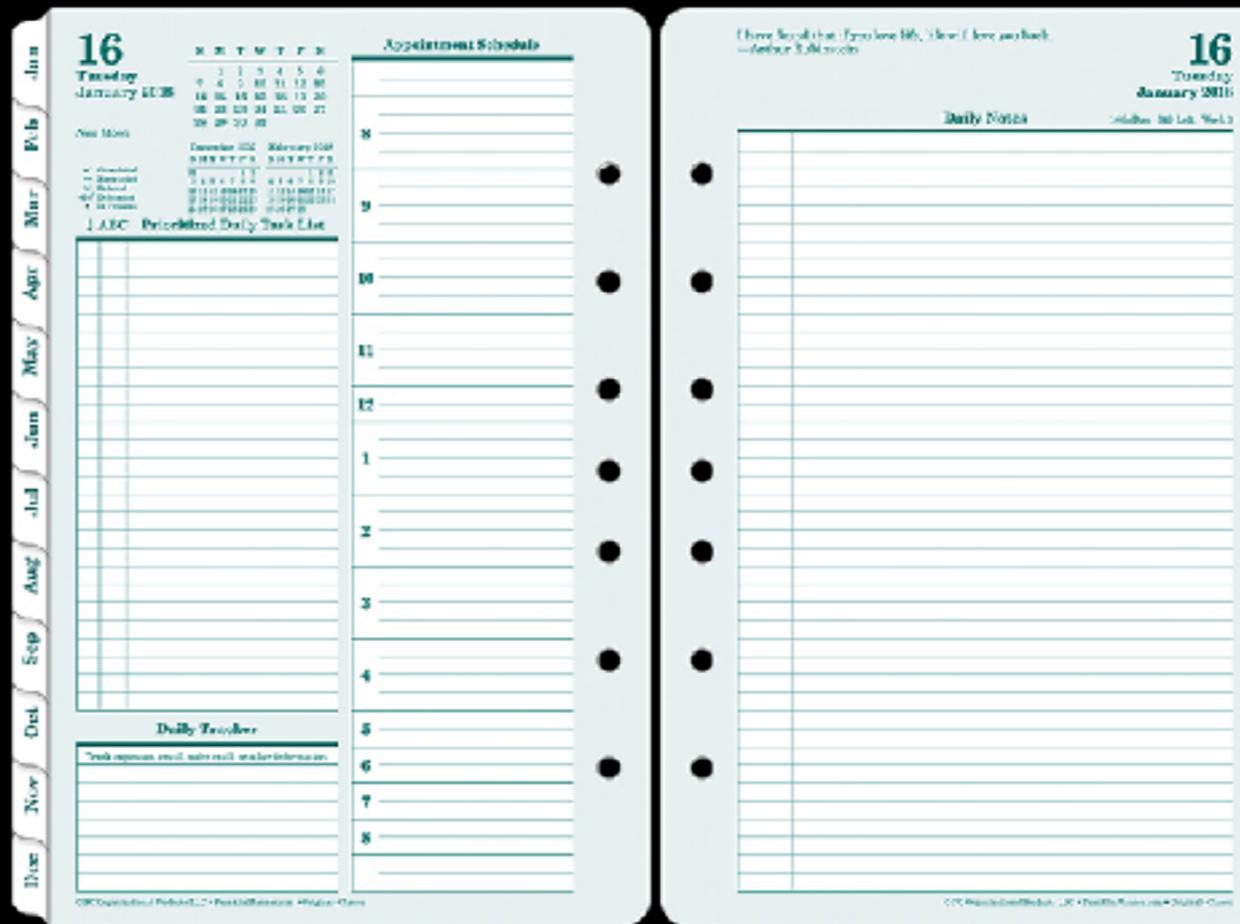
OneNote



Outlook



Bear



Franklin Covey or Priority Management

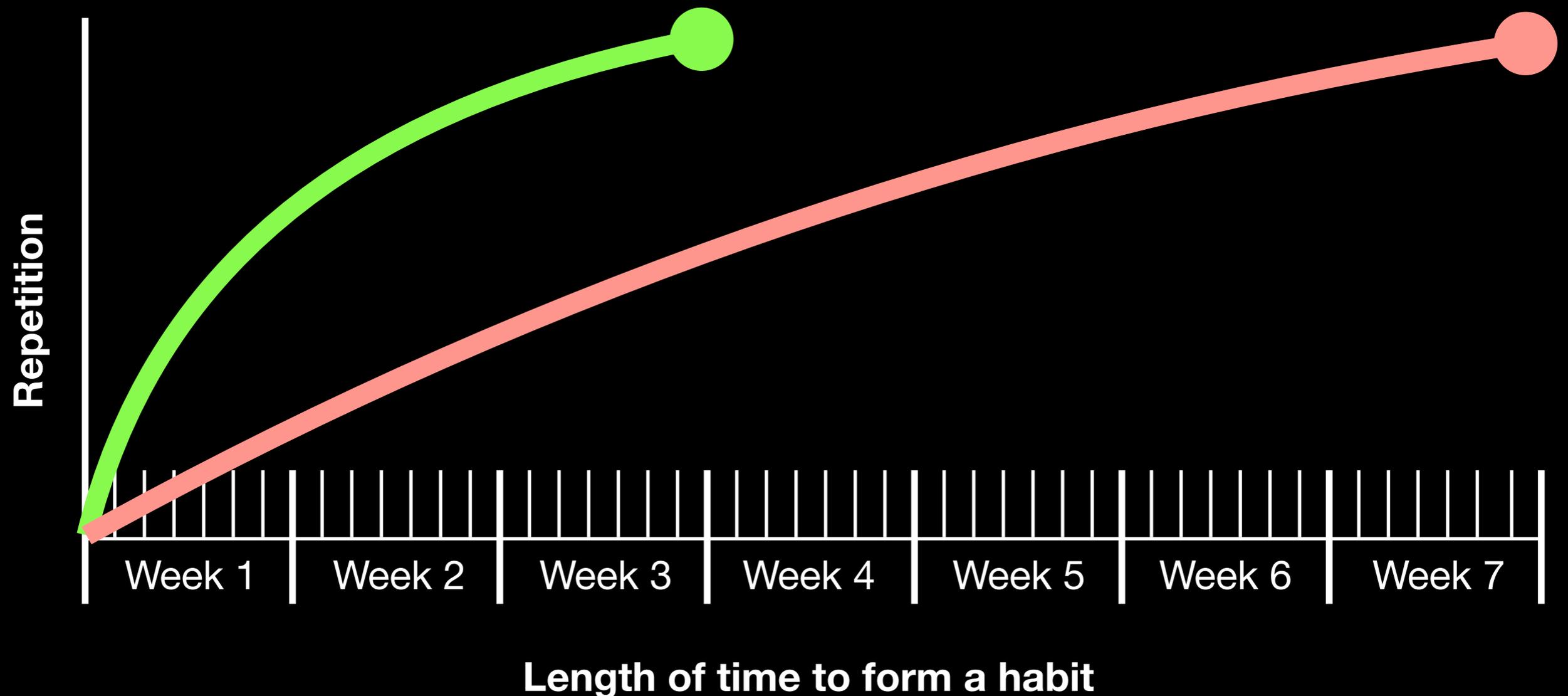
habit

automaticity

automaticity

/ah tuh muh TIS i tee/ • Greek • noun

the notion of acting without thinking



● July 10, 2018

To Read: MacTech, July 2018

Make reservations with spa/resort
(800) 123-4567

Call Apple re: DEP
(800) 555-1234

Add to code snippets:
`/usr/bin/stat -f "%Su" /dev/console`

Pending: Pay bills!

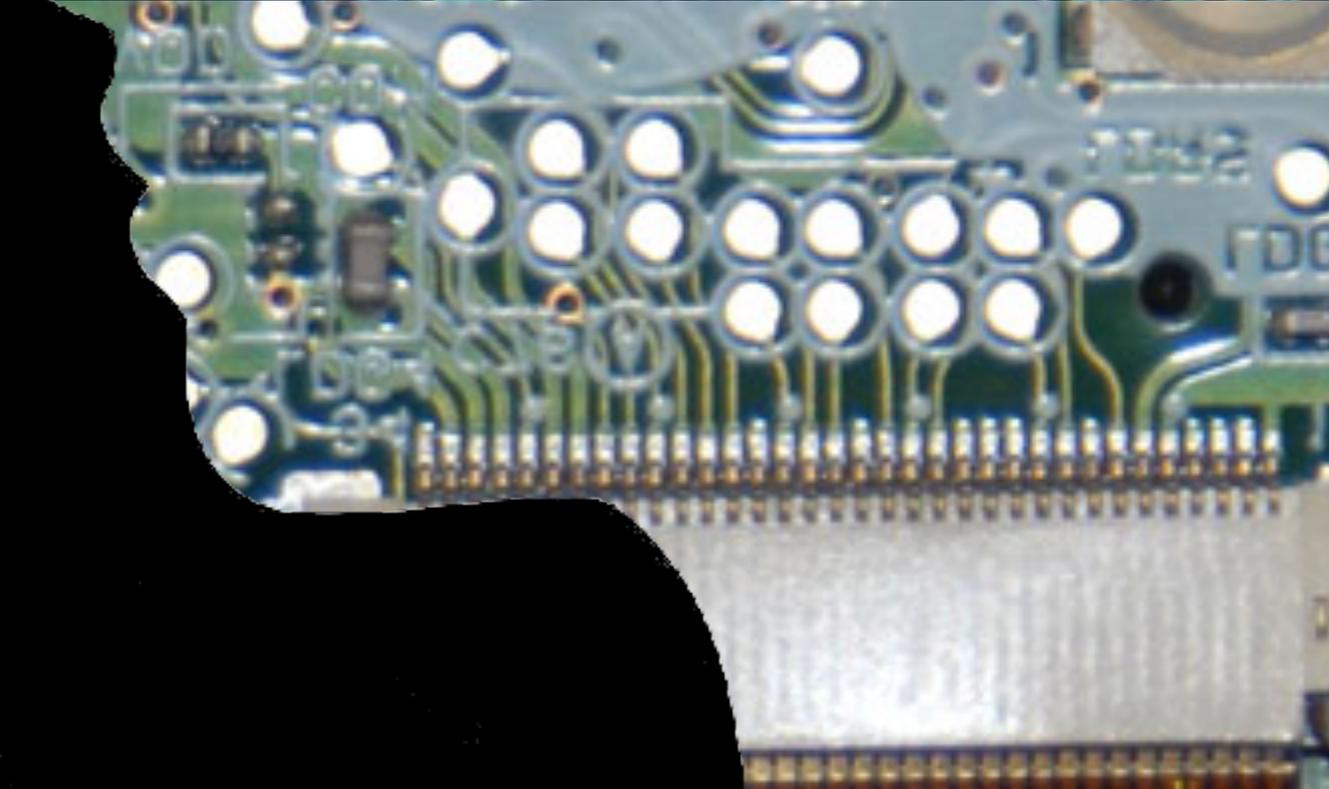
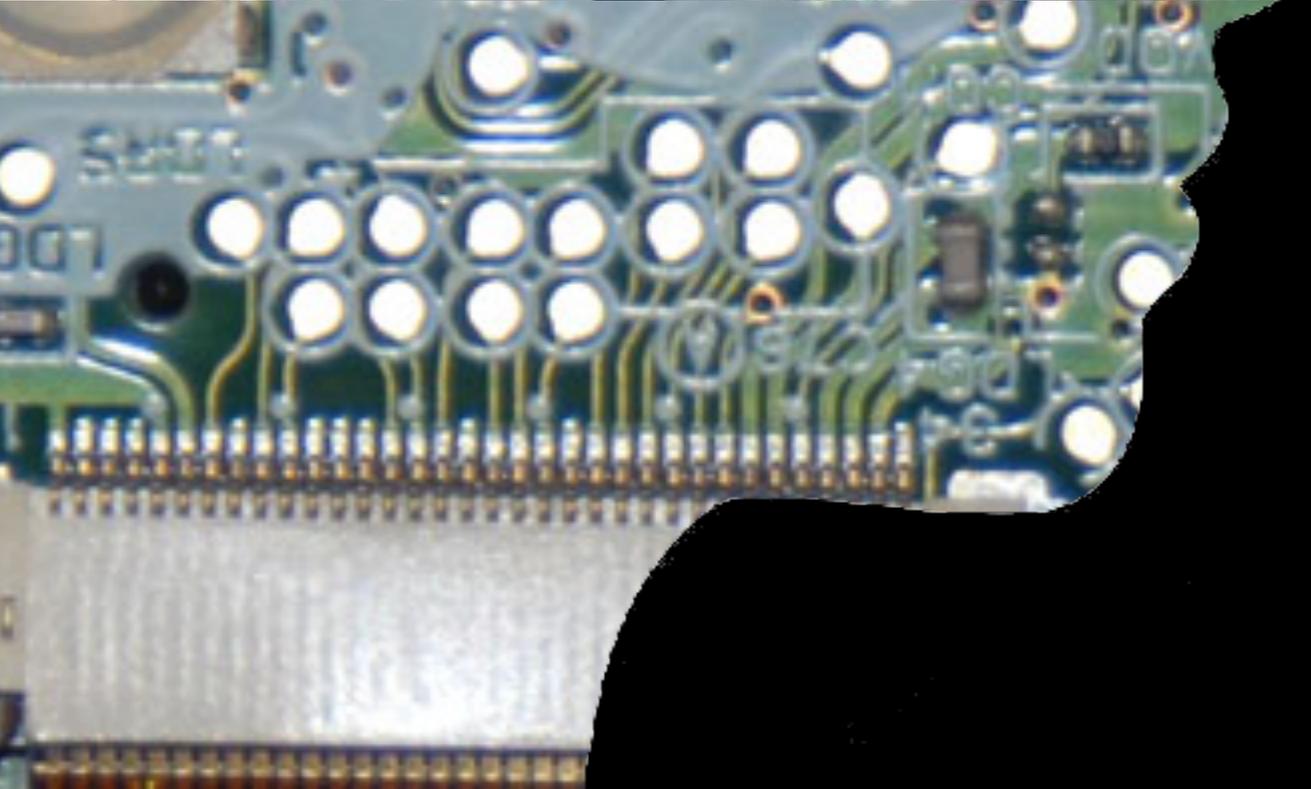
Time Management for Mac Admins, Bill
For cryin' out loud, write it down!

3108

685-6039

73159

6-16-2



**Out of sight.
Out of mind.**



TIME MANAGEMENT FOR THE MAC ADMIN

William Smith

Twitter: @meck

Slack: @talkingmoose

Slides:

<https://talkingmoose.net>