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with strategies for combating each
of them.

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“ The solution is to design and use
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following five things: Make work

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visible. Limit work-in-progress (WIP). Measure and manage the flow of work. Prioritize effectively (this one may be a challenge, but stay with me—I ' ll show you how).

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2. conflicting priorities (competing requests) 3. dependencies (with people and teams outside of your control) Here are some things you can do: Start with where you are. Monitor for a week how much of

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your time is spent on: Planned work vs unplanned work (this includes interruptions etc) Project work vs ongoing work.

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Exposing time theft!
Through simple solutions that

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make work visible, DeGrandis
helps people round up the five
thieves of time and take back their
lives with time-saving solutions.
Chock-full of exercises,
takeaways, real-world examples,
and an easy-going writing style,
readers will quickly learn effective

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practices to create high-
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One of the first steps to make
work visible is to identify the kind

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of work the teams does and then list out roadblocks preventing you and your team from finishing the work. 35. Then go on to identify the various work item types / categories which support different work flows and different degrees of priorities and metrics 36.

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someone stole your wallet, you'd notice it. So why don't people notice when they are robbed of something much more valuable than their wallet—time? In this timely book, IT time management expert Dominica DeGrandis reveals the real crime of the

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