2015 Plan

For 2015, I’ve put together the most extensive plan to date. Last year I chose a word of the year “pruning”, yet did not accomplish nearly what I wanted to. This year I aim to change that.

In this plan, I set a vision, goals and strategies for accomplishing those goals.

Specifically, I’m considering:

* **Themes**  
  Words to remind me of my vision for this year. The vision helps to scope what I plan to accomplish.
* **Objectives**  
  High-level goals I’d like to attain.
* **Key Results**How I can tell whether I’ve met my goals.
* **Priorities**What my priorities are, so I know what’s most important when needing to make trade-off decisions.
* **Strategies**  
  Techniques I plan to use to achieve my goals.
* **Time Portfolio**  
  Where I expect to spend my time.
* **Timeline**Tasks I need to do and when I need to do them to achieve my key results.

My intention is that these align. Key results support my objectives and themes. My timeline supports the key results, and my time portfolio helps allocate my time to achieve those goals.

# Themes

Words provide touchstones that allow us to define and connect with the story arcs of our lives.

For 2015, I’m choosing one word for each major part of my life and two phrases for the year.

My phrases for the year are:

* **Scene Change**I've spent 12 years running Lab Escape and am ready for something new. For the first half of 2015, I want to focus on wrapping up old projects and preparing the stage for the next decade of my life. To do this, I want to avoid any new activities or projects.
* **Restart Passions**I’ve put passions on hold while running and trying to sell Lab Escape. For the second half of 2015, I want to re-start a few of those passions as side projects.

My words for each major part of my life are:

* Business: **Strengths**I want to stop mitigating my weaknesses in sales and management and putting energy into low value activities like accounting, legal and support. I want to focus on my strengths: creating new paradigms, asking the right questions, figuring out what matters, developing insightful strategies & building great products.
* Professional: **Giving**  
  I want to give value to others more. For 2015, I envision doing this by writing more articles on my blog that can help people, and by re-connecting with people in my network to offer insights and connections.
* Community: **Reconnect**Last year I stopped participating in the local community to focus on selling my business. In 2015 I’d like to reconnect with the community & slowly start providing advice and leadership again. My priorities in 2015 remain reconfiguring my life, so this will be at a lower level of involvement than in the past.
* Personal: **Movement**I want to increase the movement of my body through dance and my location through travel. Dance gives me such joy. I want to dedicate more time to it this year and possibly expand into tango. For travel, I want to define new ways to travel with Audrey—via home exchanges, working while traveling or sabbaticals.
* Foundation: **Focus**I want to reduce distractions and the time I spend on low-value activities. I want to increase my focus when I’m in foundational activities, minimize multi-tasking and maximize the value of those activities.

# Objectives & Key Results

My Objectives & Key Results (OKRs) are a hybrid with S.M.A.R.T. goals (Specific. Measureable. Achievable. Results-Focused. Timely). Objectives in OKRs should feel uncomfortable & ambitious. Some of mine are, some aren’t.

## Scene Change

### Business

In 2014, I focused on selling Lab Escape. In the first half of 2015, I aim to finish the sale or switch to consulting to ensure I meet the following objectives:

1. **Maximize Product Development & Strategy**For work, I’d like to focus on product development and business strategy. Last year I spent 70% of my business time trying to sell the company and only 22% on product development.  
     
   Key Results:
   1. In Q2, spend at least 50% of my time on product development & business strategy
   2. In June, spend at least 70% of my time on product development & business strategy.
2. **Minimize Sales & Management**I dislike most sales and managing people. I’m okay with supporting sales and managing self-directed people like Jim & Dmitry, but any new role I take needs to have a minimal level of sales & management. Though for the first half of 2015, I expect my sales time to increase to help any potential acquirer.   
     
   Key Results:
   1. In Q2, spend no more than 30% of my time on sales & management
   2. In June, spend no more than 15% of my time on sales & management
3. **Minimize Customer Support**  
   While I don’t mind doing customer support occasionally, I dislike the need to be constantly available. It prevents me from taking breaks & vacations. I may need to provide support for customers after acquired, but I want to work to offload this over time.  
     
   Key Results:
   1. In Q2, spend no more than 20% of my time on customer support
   2. In June, spend no more than 15% of my time on customer support
   3. By June 30, have at least one other person who can answer basic customer support questions
4. **Eliminate Accounting & Legal**  
   While I can do accounting and legal work, I don’t enjoy it and it doesn’t leverage my strengths. Part of selling Lab Escape is getting rid of the administration work of running a business.  
     
   Key Results:
   1. In Q2, spend no more than 1% of my time doing accounting & legal
   2. In June, spend no time doing accounting & legal
5. **Redefine Work Environment**I want to take what works in my current work environment and remove what is not working. What I don’t like is being continuously on, being paid poorly, having to switch contexts repeatedly and the uncertainty. I want to aim for more project/sprint work, be better compensated, have long periods of focus and more stability. I’d like to keep my schedule flexibility; the control I have over the vision, my time and my tasks.  
     
   Key Results:
   1. By April 1, be making a competitive market salary or equivalent compensation
   2. By April 1, have a stable contract or job with a reliable payment stream
   3. In Q2, have at least 3 sprints with rest periods in between to work on re-factoring, learning, etc.
   4. By June 30, take a 1 week vacation without needing to check e-mail or voice mail (cruise?)

### Professional

In 2014, I spent less than 1% of my time doing professional activities. I wrote only 3 posts on Fast Fedora. In the first half of 2015, I want to re-ignite my daily habit of networking, write more blog posts and give back to people.

1. **Network Daily**I want to get better at building & maintaining relationships. For the first half of 2015, I will reach out to 1 person from my existing network per business day.  
     
   Key Results:
   1. In Q1, reach out to 60 people in my network
   2. In Q2, reach out to 65 people in my network
2. **Write Blog Posts**  
   I have a series of posts about personal improvement and how to sell a software company that I want to write. I may not publish all of them in the first half of 2015, but I’d like to write them.   
     
   Key Results:
   1. In Q1, write 5 blog posts and publish at least 3
   2. In Q2, write 5 blog posts and publish at least 3

### Community

In 2014, I pulled back from all community involvement to focus on selling my business. In the first half of 2015, I want to nurture some of those relationships, but hold back from participating until I have more time.

1. **Nurture Relationships**To nurture relationships, I plan to grab lunch or coffee with people and catch up on what they are doing.   
     
   Key Results:
   1. In Q1, meet with at least 5 professional contacts in Asheville
   2. In Q2, meet with at least 10 professional contacts in Asheville

### Personal

For the first half of 2015, I want to focus on prepping the next scene of my life. This involves streamlining my home and increasing options for relaxation, and testing the idea of travel and a vacation.

1. **Improve Home**I have 3 projects I’d like to see done in 2015: hire someone to build a custom spice rack, install a new deck and install a hot tub.  
     
   Key Results:
   1. By April 1, have a custom spice rack installed in the kitchen that holds all our spices.
   2. By May 31, have a new deck built.
   3. By June 30, have a new hot tub installed and working.
2. **Take a Dance Cruise**I’ve never taken a cruise, and it seems the perfect opportunity to test whether I can travel and take a true vacation from work, while introducing Audrey to swing dance. There’s a Lindy Hop cruise leaving New Orleans to the Bahamas from May 3-10th.   
     
   Key Results:
   1. In May, take the Lindy Hop cruise with Audrey.

### Foundation

In 2014, I did a decent job of exercising, eating healthy and sleeping. But I failed in my word for the year: purge. In 2015, I want to continue my healthy habits while purging unneeded stuff and activities.

1. **Purge Physical Stuff**I want to finally get rid of most of my paperwork, books, CDs and cassettes by scanning what I want to keep, then getting rid of the physical copies. Likewise, I want to get rid of my broken and unused stuff to free up mental and physical space.  
     
   Key Results:
   1. By January 31, quantify the amount of paperwork, books, CDs and cassettes I have
   2. By January 31, identify broken and unused stuff to get rid of
   3. In Q1, send 75% of books to be scanned
   4. In Q1, scan & shred, or just shred, 40% of paperwork
   5. In Q2, scan & shred, or just shred, remaining 60% of paperwork
   6. In Q2, digitize all remaining CDs & cassettes
   7. In Q2, send remaining 25% of books to be scanned
2. **Organize Digital Stuff**  
   Scanning will only create a larger number of files to manage. I still don’t have my media organized. To set the stage for the next act, I want to have all my files organized.  
     
   Key Results:
   1. In Q1, identify all the locations of existing digital files: music, photos, documents
   2. In Q2, collect & organize all digital music, making it tagged and accessible in iTunes
   3. In Q2, collect & organize all digital photos
   4. In Q2, combine all backups into a single backup location
   5. In Q2, combine all archived files into a single archive location
3. **Reduce Low Value Activities**  
   Last year I spent 17% of my time doing maintenance activities, 5% in discretionary activities and 34% of my time sleeping. While these activities have value, I’d like to reduce the time I spend on them. In analyzing my time, often these activities take longer than they need to due to distractions. Most of my effort in reducing the time spent will be on minimizing these distractions (see Strategies > Rules for how).   
     
   For Q4 2014, I spent an average of 4.0 hours on maintenance, 1.2 hrs on discretionary and 8.0 hours sleeping a day. I’d like to reduce these to 3.5 hours, 0.5 hours and 7.5 hours, respectively. This will free up 1.7 hours per day, or 12 hours per week.  
     
   Key Results:
   1. In Q1, spend only 3.5 hours on maintenance activities daily
   2. In Q1, spend only 0.5 hours on discretionary activities daily
   3. In Q1, spend only 7.5 hours sleeping daily
4. **Continue Exercising, Eating Healthy & Sleeping Well**Last year I spent an average of 40 minutes per day on exercise activities (including prep & wrap-up). I cooked most of my own meals and slept an average of 7.7 hrs per night. In December, I tracked my sleep for 21 nights, waking up an average of 14.2 times for an average of 22.8 minutes awake. I want to continue my exercise and eating patterns, add more strength training to my exercise & improve my sleep.  
     
   Key Results:
   1. In Q1, do a cardio or yoga exercise every day
   2. In Q1, do a strength training exercise every day
   3. in Q1, eat a Slow Carb diet on at least 60 days.
   4. In March, track at least 20 nights and average waking up no more than 10 times for no more than 15 minutes per night.

## Restart Passions

I haven’t sketched out the second half of 2015 as fully as the first half, since it will depend highly on how the first half goes. I expect to do a similar strategy session in early July. But below are my thoughts right now.

### Business

With all the context-switching required to run Lab Escape, I never got momentum in any one area. In the second half of 2015, with the stage set, I want to gain momentum.

1. **Product Innovations**  
   I have a backlog of ideas for visualization, data discovery and analytics—not to mention other software ideas—that no one is doing. I want to use my unique perspective to create new value in the world.

### Professional

1. **Continue Networking Daily**Continue to build and maintain my professional relationships on a daily basis.
2. **Redesign Blog**  
   Update the design of FastFedora to a more modern design, add mobile features and build out the rest of the site as a thought leadership site. Add old presentations & resources.

### Community

1. **Continue Nurturing Relationships**  
   Continue to nurture relationships within Asheville.
2. **Provide Mentorship**  
   Start providing mentorship of other entrepreneurs and developers.
3. **Assist in Economic Development**Support economic development in Asheville by helping to organize events or organizations. Focus on playing a support role rather than a lead role for this year.

### Personal

1. **Travel with Audrey**  
   Take a trip with Audrey out of the country.
2. **Expand Dance**  
   Find a swing dance partner and start practicing dance on a separate night from classes OR start taking tango lessons in addition to swing.

### Foundation

1. **Continue Exercising, Eating Healthy & Sleeping Well**Continue the habits I’ve built to keep my body healthy and active.
2. **Start Meditation Practice**Begin training my mind through a daily meditation practice. Start slow with 5 minutes a day.

# Priorities

To identify my key priorities, I did a paired comparison of my objectives for the first half of 2015. My priorities, with their associated weights are below. Note that the Take a Dance Cruise scored low, but mainly because it was a one-time activity being compared against ongoing improvements. A more relevant objective to measure would have been Taking Regular Trips.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Objective** | **Weight** | **Score** |
| **HIGH** | | | |
| Foundation | Continue Exercising, Eating Healthy & Sleeping Well | 13 | 10 |
| Business | Redefine Work Environment | 11 | 8 |
| Foundation | Purge Physical Stuff | 11 | 8 |
| Personal | Improve Home | 10 | 8 |
| **MEDIUM** | | | |
| Business | Maximize Product Development & Strategy | 9 | 7 |
| Professional | Write Blog Posts | 8 | 6 |
| Business | Eliminate Accounting & Legal | 7 | 5 |
| Business | Minimize Sales & Management | 6 | 5 |
| Professional | Network Daily | 6 | 5 |
| **LOW** | | | |
| Business | Minimize Customer Support | 4 | 3 |
| Foundation | Reduce Low Value Activities | 3 | 2 |
| Personal | Take a Dance Cruise | 2 | 2 |
| Community | Nurture Relationships | 1 | 1 |
| Foundation | Organize Digital Stuff | 0 | 0 |

# Strategies

To achieve my goals, I implement several types of strategies. The strategies for the first half of 2015 are below.

## Habits

Habits help me achieve my goals by allowing me to make consistent progress. Daily habits are tracked on my Don’t Break the Chain app.

**Daily**

* Do Cardio or Yoga Exercise
* Do Strength Training Exercise
* Take 10,000 Steps
* Eat Slow Carb
* Network
* Inbox Zero (optional)

**Weekly**

* **Weekly Review - Sunday**  
  Review milestones, achievements, issues and developments from previous week. Develop priorities and milestones for next week. Review time, processes, strategies and sleep and make adjustments as needed.
* **Mid-Week Review - Wednesday**  
  Briefly check-in mid-week to see how my time, milestones and priorities are holding up for the week.

**Monthly**

* **Monthly Review**  
  Extended version of the weekly review, but for the month. Create a plan for the next month.

## Rules

Rules help me limit my behavior and minimize the number of decisions I need to make. My rules for the first half of 2015 are:

1. No phone use in the bathroom while at home.
2. No electronic games.
3. No crosswords except on Sundays.
4. No Facebook before 5pm.

## LIMITs

Limits help me manage the amount of time spent on an activity, or conversely, ensure I meet a minimum amount of time.

For 2015, I’ve set limits on the maximum amount of time or number of activities I can do in a given day, week or month. I’ll be reviewing these each month to make adjustments. Currently, I’m not setting any minimum thresholds outside of my daily habits.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Daily** | **Weekly** | **Monthly** |
| **Discretionary** |  |  |  |
| Facebook (min) | 15 | 105 |  |
| Reading (min) |  | 30 |  |
| E-mail (min) | 15 | 105 |  |
| Misc (min) | 15 | 105 |  |
| **Personal** |  |  |  |
| Events (#) |  |  | 2 |
| TV Shows (#) |  | 2 |  |
| Movies |  |  | 1 |
| Crosswords (min) |  | 60 |  |
| **Professional** |  |  |  |
| Outline Blog Post (#) |  |  | 2 |
| Outline Blog Post (min) |  |  | 60 |
| Write Blog Post (#) |  |  | 1 |
| Write Blog Post (min) |  |  | 60 |
| **Community** |  |  |  |
| Reconnect - Lunch (#) |  |  | 1 |

## Environment

My environment affects how well I adhere to habits and productivity. I do fairly well at keeping a clean, organized space. For 2015, I want to spend extra time to keep cleaning up notes and simplifying my office space.

## Paths

Paths define potential ways I could might be able to achieve an objective that isn’t fully under my control.

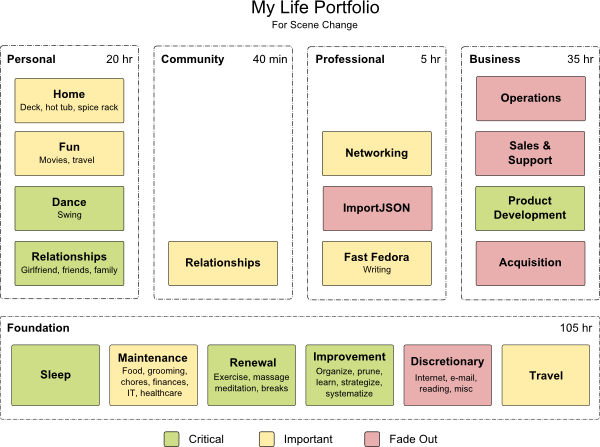
For now I have two paths that could satisfy my work objectives:

* **Sell Lab Escape**  
  Selling Lab Escape would allow me to move almost completely into product development and redefine my work environment.
* **Find Contract Job**  
  If I can’t sell Lab Escape, finding a contract job is an alternative to accomplishing the same objectives.

# Time Portfolio

## Scene Change

### Projects



### Time Allocation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Daily** | **Weekly** | **Monthly** | | **FOUNDATION** | **15.1** | **105.4** | **451.7** | | Sleep | 7.5 | 52.5 | 225.0 | | Maintenance | 3.9 | 27.5 | 117.8 | | Renewal | 1.2 | 8.3 | 35.4 | | Improvement | .6 | 4.4 | 18.9 | | Discretionary | .8 | 5.8 | 24.6 | | Travel | 1.0 | 7.0 | 30.0 | | **PERSONAL** | **2.9** | **20.5** | **88.0** | | Relationships | 1.2 | 8.6 | 37.0 | | Dance | .6 | 4.5 | 19.1 | | Fun | 1.0 | 7.2 | 30.9 | | Home | .0 | .2 | 1.0 | | |  |  |  |  | | --- | --- | --- | --- | |  | **Daily** | **Weekly** | **Monthly** | | **COMMUNITY** | **.1** | **.7** | **3.0** | | Relationships | .1 | .7 | 3.0 | | **PROFESSIONAL** | **.7** | **4.9** | **20.9** | | Networking | .5 | 3.7 | 15.9 | | Fast Fedora | .1 | .7 | 3.0 | | ImportJSON | .1 | .5 | 2.0 | | **BUSINESS** | **5.0** | **35.0** | **150.0** | | Acquisition | 2.1 | 15.0 | 64.3 | | Product Development | 2.1 | 15.0 | 64.3 | | Support/Customers | .4 | 3.0 | 12.9 | | Operations | .3 | 2.0 | 8.6 | |

# Timeline

The timeline takes my key results and schedules them along with checkpoints to track my progress and ensure I meet my objectives. Items are sorted and color coded by priority: High – Medium – Low

Items that are highlighted in yellow have not been expanded into checkpoints yet. I’ve decided to wait until March to expand out the checkpoints for Q2 key results to avoid wasted time. By March I should have a much better sense of what Q2 will look like from a time perspective.

## January

#### Key Results:

|  |  |
| --- | --- |
| Sat, Jan 31 | * Quantify the amount of paperwork, books, CDs and cassettes I have * Identify broken and unused stuff to get rid of |

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, Jan 14 | * Quantify the amount of books, CD & cassettes * Reach out to 5 people in my network | 2 hr  3 hr |
| Wed, Jan 21 | * Quantify the amount of paperwork in the basement * Identify broken & unused stuff in the basement * Reach out to 5 people in my network | 1 hr  2 hr  3 hr |
| Wed, Jan 28 | * Quantify the amount of paperwork in my filing cabinets * Identify broken & unused stuff in my room * Create a system to track factors in good or poor sleep * Reach out to 5 people in my network * Met with 1 professional contact | 2 hr  1 hr  2 hr  3 hr  2 hr |
| Sat, Jan 31 | * Identify broken & unused stuff of mine in the rest of the house * Have eaten Slow Carb on 25 days * Write 1 blog post & publish it * Outline 2 other blog posts | 2 hr  --  1 hr  1 hr |

## February

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, Feb 4 | * Send 1 box of books to be scanned * Reach out to 5 people in my network | 2 hr  3 hr |
| Wed, Feb 11 | * Track at least 8 nights of sleep this month * Review and adjust sleep system to better identify affecting factors * Have scanned 10% of paperwork * Reach out to 5 people in my network * Met with 1 professional contact | --  2 hr  ?  3 hr  2 hr |
| Wed, Feb 18 | * Get rid of 50% of unused stuff * Write 1 blog post * Reach out to 5 people in my network | 5 hr  1 hr  3 hr |
| Wed, Feb 25 | * Track at least 8 nights of sleep this month * Review sleep information and develop rules to sleep with less waking * Send at least 75% of books to be scanned * Have scanned 20% of paperwork * Identify someone to build a custom spice rack * Reach out to 5 people in my network * Met with 1 professional contact | --  2 hr  2 hr  ?  2 hr  3 hr  2 hr |
| Sat, Feb 28 | * Write 1 blog post & publish it * Have eaten Slow Carb on 48 days * Decide on custom spice rack design with Audrey & commission project * Outline 2 other blog posts | 1 hr  --  2 hr  1 hr |

## March

#### Key Results:

|  |  |
| --- | --- |
| Tue, Mar 31 | * Track at least 20 nights and average waking up no more than 10 times for no more than 15 minutes per night |

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, Mar 4 | * Have scanned 30% of paperwork * Reach out to 5 people in my network | ?  3 hr |
| Wed, Mar 11 | * Identify the locations of all digital music * Have tracked 8 nights of sleep this month, using rules for better sleep on 5 * Write 1 blog post * Reach out to 5 people in my network * Met with 1 professional contact | 4 hr  --  1 hr  3 hr  2 hr |
| Wed, Mar 18 | * Identify the location of all digital photos * Reach out to 5 people in my network | 4 hr  3 hr |
| Wed, Mar 25 | * Identify the location of all digital documents * Have tracked 18 nights of sleep this month, using rules for better sleep on 10 * Write 1 blog post & publish it * Outline 2 other blog posts * Reach out to 5 people in my network * Met with 1 professional contact | 10 hr  --  1 hr  1 hr  3 hr  2 hr |

## End Q1

**Key Results:**

* Do a cardio or yoga exercise every day
* Do a strength training exercise every day
* Eat a Slow Carb diet on at least 60 days
* Send 75% of books to be scanned
* Scan & shred, or just shred, 40% of paperwork
* Identify all the locations of existing digital files: music, photos, documents
* Write 5 blog posts and publish at least 3
* Reach out to 60 people in my network
* Spend only 3.5 hours on maintenance activities daily
* Spend only 0.5 hours on discretionary activities daily
* Spend only 7.5 hours sleeping daily
* Meet with at least 5 professional contacts in Asheville

## April

#### Key Results:

|  |  |
| --- | --- |
| Wed, Apr 1 | * Install custom spice rack in the kitchen that holds all our spices * Be making a salary or equivalent compensation of $180,000 a year * Have a stable contract or job with a reliable payment stream |

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, Apr 1 | * Book Audrey & I on Lindy Hop cruise | 2 hr |
| Wed, Apr 8 | * Have scanned 50% of paperwork * Decide on a hot tub to purchase | ?  8 hr |
| Wed, Apr 15 | * Have digitized 25% of CDs * Decide on design for new deck | ?  4 hr |
| Wed, Apr 22 | * Have scanned 60% of paperwork * Collect & tag 50% of all digital music in single location * Hire contractor to build new deck * Hire contractor to build privacy fence | ?  6 hr  2 hr  2 hr |
| Wed, Apr 29 | * Have digitized 50% of CDs * Collect & tag 100% of all digital music in single location * Purchase a new hot tub | ?  6 hr  4 hr |

## May

#### Key Results:

|  |  |
| --- | --- |
| Sun, May 31 | * Have a new deck built * Take a Lindy Hop cruise with Audrey |

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, May 6 | * Have scanned 70% of paperwork * Identify person & procedure to handle basic support questions | ?  8 hr |
| Wed, May 13 | * Have digitized 75% of CDs * Make digital music accessible in iTunes * Send remaining 25% of books to be scanned | ?  2 hr  2 hr |
| Wed, May 20 | * Have scanned 80% of paperwork * Train basic support person | ?  20 hr |
| Wed, May 27 | * Have digitized 100% of CDs * Have support person take over 50% of basic support questions | ?  -- |

## June

#### Key Results:

|  |  |
| --- | --- |
| Tue, Jun 30 | * Have a new hot tub installed and working * Take a 1 week vacation without needing to check e-mail or voice mail * Spend at least 70% of my time on product development & business strategy * Spend no time doing accounting & legal * Spend no more than 15% of my time on sales & management * Spend no more than 15% of my time on customer support * Have at least one other person who can answer basic customer support questions |

#### Checkpoints:

|  |  |  |
| --- | --- | --- |
| Wed, Jun 3 | * Have scanned 90% of paperwork * Provide additional training for basic support person | ?  20 hr |
| Wed, Jun 10 | * Have digitized 50% of cassettes * Collect & organize up to 50% of all digital photos | ?  4 hr |
| Wed, Jun 17 | * Have scanned 100% of paperwork | ? |
| Wed, Jun 24 | * Have digitized 100% of cassettes * Collect & organize 100% of all digital photos | ?  4 hr |

## End Q2

**Key Results:**

* Have at least 3 sprints with rest periods in between to work on re-factoring, learning, etc.
* Scan & shred, or just shred, remaining 60% of paperwork
* Digitize all remaining CDs & cassettes
* Send 25% of books to be scanned
* Collect & organize all digital music, making it tagged and accessible in iTunes
* Collect & organize all digital photos
* Combine all backups into a single backup location
* Combine all archived files into a single archive location
* Spend at least 50% of my time on product development & business strategy
* Write 5 blog posts and publish at least 3
* Spend no more than 1% of my time doing accounting & legal
* Spend no more than 30% of my time on sales & management
* Reach out to 65 people in my network
* Spend no more than 20% of my time on customer support
* Meet with at least 10 professional contacts in Asheville

# Future Plans

## Goals

Goals not included in my 2015 plan that are being left for future years include:

* Relaunch Lean Decisions
* Write a Fiction Book
* Learn Tango
* Travel to 2 Lindy Exchanges
* Attend Burning Man with Audrey
* Build a Personal Dashboard
* Nurture & Grow Relationships
  + Professional
  + Personal (Audrey, Friends, Family)
  + Community (Geeks, Swing, Jacks, Circus)

Also, consider creating more empty space in my schedule.

## Assets

Though not in this plan, in future plans I’d like to consider doing an “asset inventory” that identifies where I am in all the key areas of my life. While the time portfolio identifies what I do, this would identify where I’m at.

Key areas to consider include:

* Financial
* Emotional
* Relationship
* House
* Health

## Priorities

Outside of relative priorities, consider examining what I’m doing from a longer-term perspective. For each activity, answer the question:

At the end of my life, will I wish I spent more time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

When I ask myself that question, it brings key activities into perspective. For instance, while I enjoy doing crosswords, my answer to the question when I fill in “doing crosswords” is no. “Cooking” is also a no for me, but “dancing” is a yes.

This question can be used to explore higher level desires too. For instance, “writing” is a yes for me, as is “programming”. The higher level version of this though is “creating”.

## Pruning

As I prune unneeded stuff, I’m considering two strategies:

* **Tag & Release**  
  Buy stickers that I can plan on items with a date that I placed the sticker. If I use the item, remove and/or update the sticker. But if I don’t use the item, then when I’m going through my items to decide what to toss, I can clearly see the stuff I’m not using.
* **Cost/Usage Analysis**  
  Rather than ask whether I will ever use an item, ask whether I’ll use it within a certain time period. Then depending on the cost, get rid of it.   
    
  For instance, if it costs less than $20 and I don’t plan on using it for the next 6 months, then consider giving it away.   
    
  I need to have more clarity around the rule, because I don’t want to get rid of stuff that I do use regularly. This is for stuff that I’m on the fence about. The aim is to recognize there is a cost to storing and maintaining an item, and to consider that cost in my decision on whether to keep it.