

DBA MINDSET

How To Boost Your productivity In 7 Steps

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WHAT YOU WILL LEARN

- How to increase your productivity exponentially.
- How to get more done in less time.
- How I've managed to create this academy working as a full time DBA and part-time hours on my business.

STEP 1 - HAVE A CLEARLY DEFINED GOAL

- Do you know what your goal is?
- Is it written down clearly?
- Have you created your goal card?
- Do you read/see it every day?
- Can you recite it by heart?
- What is your WHY? Is it BIG enough (This is what will keep you going when things get tough).

Set your goals. Read them every day to keep you grounded.

STEP 2 - WHAT DO YOU NEED TO DO TO GET YOU THERE?

- Pull out a pen and paper and write down a list of all the things you can think off that you need to do to get you going in the direction of your goal.
- Review the "Step 2 of the six steps to your DBA success
- Magic mountain tool by Leonie Dawson.
- Create your list now!

Do what needs to be done now so that you can get the success that you deserve quicker

STEP 2: WHAT TASKS CAN YOU DROP COMPLETELY?

Now go over your list and do an inventory.

- - Determine the tasks you intend to give up and DROP THEM.

Does the task REALLY need to be done?

Does it take you in the direction of your goal?

Does it align with your DBA goal?

If not... DROP IT.

STEP 2: WHAT TASKS CAN YOU AUTOMATE?

- Review your list and determine the tasks you can automate to free up time to invest in this program.
- Can you use software to automatically complete the task?

Examples:

- Use project management tools such as asana, basecamp, teamwork to stay focused on your goals, organize your projects, and daily tasks that will enable you to accomplish your goal of becoming an Oracle DBA .
- Calendar scheduler - to automate email reminders about assignments, study time, group meetings, monthly class calls.

STEP 2: WHAT TASKS CAN YOU SYSTEMATIZE

- Have a written process of how to complete each oracle task you learn in the program and during your DBA career so that you can easily refer to these when the issue re-occurs and it is faster to execute + you can easily assist your team members who need your help.

STEP 2: WHAT TASKS CAN YOU DELEGATE

- Review your list and decide on the tasks you can ask someone else to do it for you (free or paid).

Example:

- Maybe you could delegate house cleaning, laundry, cooking, grocery shopping, running meetings.
- Know how long things take so you can measure it's on target!

STEP 2: DON'T DO IT ALL

- Once you have dropped, automated, and delegated tasks:
- Prioritize.
- Add deadlines for each task.
- Schedule each task and set reminders.
- Know exactly what you need to do next.

STEP 3 -REMOVE DISTRACTIONS

- Work in a quiet space and lock the door or post a "do not disturb sign".
- If you've got kids, let them know what your study hours are so that you are not interrupted.
- Get rid of anything that stops you from mono-focusing. For example: you can turn off your phone, the internet, discipline yourself from checking Facebook constantly, get the self control app(mac) cold turkey app (windows)

STEP 4 - CREATE A PRIOTIZED TO-DO LIST

- Prioritize your top 3 with a highlighter and number their order
- Starting working on the tasks in order of priority.
- Complete each task before moving on to the next one.
- Mono focus is key to getting anything done.

Create a prioritized to do list for each work session

STEP 5 -WILD DONKEY TECHNIQUE

- Set projects with short deadlines.
- Mono-focus - pour everything you have into it until it's done and releases into the ether.

Example: This course was created in three weeks.

"Wild Donkey Technique"-Leonie Dawson

STEP 6 - WHEN IN DOUBT - DO IT ANYWAY

- Do the thing that scares you.
- Do the work consistently. It will pay off

*STOP WASTING
YOUR TIME second-guessing yourself.*

STEP 7- SWITCH OFF

- Have boundaries - Guard your time.
- Have hobbies outside of work.
- Go on vacation.

PRODUCTIVITY CHECKLIST

- Set your goals.
- Know what you need to do - Delete, automate, systematize, delegate.
- Prioritize + deadline.
- Remove distractions.
- Create a prioritize to do list daily.
- Wild Donkey technique.
- When in doubt, do it anyways.