teamhood

Cheatsheet

5 time thieves

Time thief	Clues	How to stop it
Too Much WIP	Constant juggling, delayed delivery	Set clear WIP limits, focus on finishing before starting.
Unknown Dependencies	Sudden blockers, surprises	Map dependencies, improve task visibility.
Unplanned Work	Urgent requests, demand for immediate attention	Visualize unplanned work
Conflicting Priorities	Lengthy meetings about priority	Minimize the number of tasks in progress
Neglected Work	Repetitive issues, tech debt	Schedule time for maintenance & preventive work
Other time hijackers		
The Naysayer	Spends time on “why not”	Redirect to solutions.
The Wanderer	Dives into irrelevant details	Define good standards.