

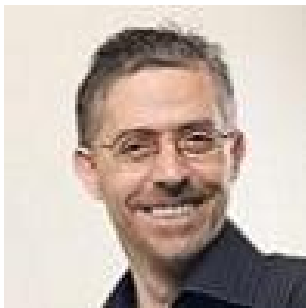
The Startup Success **Podcast**

SHOW 101

By, for, and about Startups!

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Pierre Khawand, Author and CEO People-OnTheGo



Pierre Khawand, Founder & CEO of [People-OnTheGo](#), is a productivity evangelist helping business professionals and organizations overcome the challenges of the digital overload. He is the author of [The Accomplishing More With Less Workbook: How to accomplish more in less time, less effort, and less stress!](#), [The Results Curve: How to manage focused and collaborative time!](#), and [The New New Inbox: How Email and Social Media Changed Our Lives](#).

Show #101 main points:

Why you shouldn't start your day with "email amazing, seductive, addictive, rewarding, anxiety provoking" email.

- Multi tasking is a myth - we're task switching not really multitasking, we only have one processor, and 7 items in short term memory at any given time. It's huge productivity drain.
- *Author note: I'm multitasking, going between editing the podcast and writing down what is being said at the same time- blasphemous?*
- Pierre calls today "the interruption age"
- Defines the "results curve" as fundamental concept in the work book - a graph show how results change over time when we are working on a task, with the impact of interruptions.
- Conclusions: stay focused on current task long enough before interrupted- how long is enough? Depends on task - 40 mins is ideal time - this is where accomplishments happen.



- Quote: “This way between alternating between [multitasking and uninterrupted task time] between the two is the core to the solution instead of switching every few seconds or every few minutes.”
- Patrick worries about estimating and how that affects his 20 tasks that are a part of his role at Microsoft Pierre says that estimating gets easier and the process helps us stay focused- technique is called “microplanning”
- Discussed paper vs. electronic methods of microplanning - Patrick and Bob both have different methods to their madness.
- Patrick compares himself to Phil Hartman’s “Anal Retentive Chef”.
- Bob plays “Whack A Mole” with his priorities and Pierre explains the “Immediate Priorities Matrix” from his book.
- Pierre talks about 2 skills that we need to engage after completing an Immediate Priorities Matrix: setting expectations and negotiating with others.
- Patrick asks about Pierre’s ‘filing recently used items first’ policy and how it applies to 3 dimensional things and Bob ponders how he could possibly apply a filing system to millions of files he accesses through searching now.
- Bob asks Pierre to compare his approach to David Allen’s “Getting things done” methodology: Pierre’s method is a “plug and play” method 2.0 born in the social media era.
- Bob suggests they should have Pierre back soon as a guest - a lot of interesting points made in the book did not get discussed in the show for lack of time.

-By Amy Logan

About



Each week, **The Startup Success Podcast** brings you 20 to 40 minutes of valuable information on the business, technical and social developments, tools and trends that will help startup. [Come join the conversation!](#)

