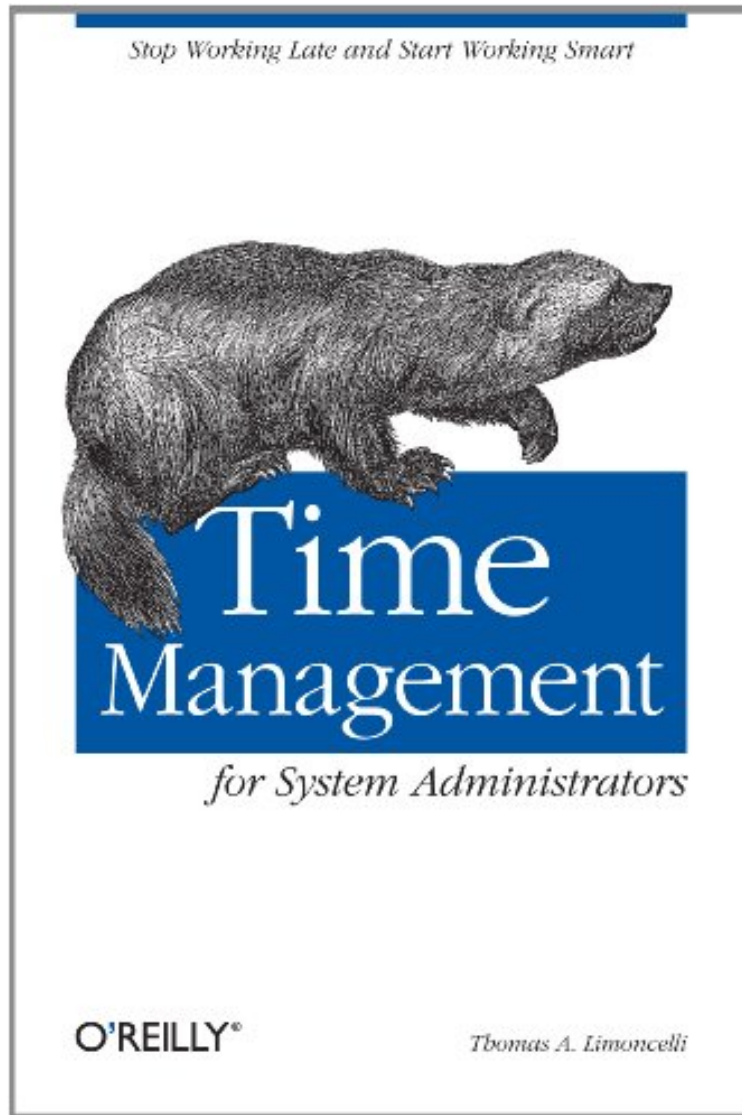


# Time Management for System Administrators: Stop Working Late and Start Working Smart

*Thomas A. Limoncelli*

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**Thomas A. Limoncelli : Time Management for System Administrators: Stop Working Late and Start Working Smart** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Time Management for System Administrators: Stop Working Late and Start Working Smart:

7 of 7 people found the following review helpful. Excellent Strategies for System Administrators By  
ThatsWhatJenniSaid Have owned my copy of this book from for more than 6 years and I like to trot it out every couple of years for a reread (it's that useful!). After putting Limoncelli's ideas into practice I found that my effectiveness and

appearance of competency at work increased. The book is a good investment for any entry or mid level computer scientist, not just systems administrators. Recommendation: Buy. Summary Notes from Time Management for System Administrators by Thomas Limoncelli (spoilers!):

1. Keep all your time management stuff in one place - your work and personal appointments, to do list, calendar, goals, etc.
2. Focus on the current task; use external storage to record/remember everything else.
3. Develop routines for things so there are no oopsies or important items left undone or forgotten. A good routine is to start each day with our to do list, estimate duration to complete each task, prioritize the tasks, schedule them to be completed, and work the schedule.
4. Pre-compile decisions by developing habits and mantras. Habits such as using the first quiet hour of the day to work projects, or to put gas in your car on the same day every week.
5. Maintain focus during work tasks- do not allow distractions like email, internet surfing, IM, etc to derail you. Study in a quiet environment whenever possible.

1 of 1 people found the following review helpful. This is a life-saving book. By Aleksey Tsalolikhin I tell my colleagues this book is a life-saver. Tom's time management tips and techniques (the Cycle System) have really increased my productivity and effectiveness. I like this book so much, I've started teaching a class based on it, to spread this knowledge. Here is what some of my students have said: "Drilling down from 'goals' to 'What are you doing Monday?' was an eye opener in terms of showing me how this sort of thing fits together. The goals exercise was the best part of it. It made the rest of the concepts real. I've even suggested to my boss that the sysadmin group do something similar at one of our staff meetings." L.G. "I think that 'The Cycle' system is a pretty comprehensive approach to time planning, but very simple concept to implement. And it looks very practical in its approach. I definitely plan to follow up on it and give it a try right away. One thing it really encourages you to be very strategic in your thinking, which also helps with achieving long term goals. Putting some time to think about the important long term goals both personal and professional was a real eye opening for me, since I pretty much discovered that I am spending a lot of time and effort on things that are not important from the long term goal perspective. I liked also the attitude towards the vacation time -- you know as a sysadmin you always feel guilty for taking too much vacation time in one lump, now I will feel guilty for not taking vacation time instead :-)

It also helps to encourage your colleagues to take on more ownership and responsibilities over company's infrastructure while you are on vacation." O.B. 1 of 1 people found the following review helpful. I was able to make time for this review! By Steven I'm a system admin at my company for about 6 different applications. I'm constantly barraged on a daily basis with requests for things from user end support to applying updates and changes and info on the latest tech so I am pretty busy. Not to mention when I go home I'm busy with my family and friends (along with their tech needs). Nothing wrong with it, I love my work and what I do. I saw this book, read the little bit that's offered and it addressed my life to a T so I picked it up. Simply put, any sys admin can (and probably needs) this book. It is a little outdated in regards to some of the methods the author suggests using like a day planner or PDA. (Just replace those with "smartphone") Overall the technics and methods the author talks about really can help you. A lot of it is common sense and you'll realize that when you read it but if you haven't already thought of them and implemented them then this will help you. I've already increased my productivity and organization. I'm still working on dealing with how to say no and set the proper expectations. (its a side effect of me being a nice person.) but I have become better with dealing with super pushy manager types. I've made a publicly accessible schedule of activities and direct people to it now when they have requests so they can get an idea of whats going on and how quickly I may be able to get to their requests. This book was written from the unix administrator perspective and has a lot of reference to that side of computing. However, Windows admins can benefit from the methods the author talks about. It's a fun read and not dry and boring like most technical books. The flow is logical but also set up so you can put sticky notes in certain areas so you can reference them later and you don't have to read the two paragraphs before just to remember what the author was talking about. I highly recommend this book to anyone who does system administration but anyone who does other tech work. Even if you only get two things out of this book, its still two thing to make your life a little easier.

Time is a precious commodity, especially if you're a system administrator. No other job pulls people in so many directions at once. Users interrupt you constantly with requests, preventing you from getting anything done. Your managers want you to get long-term projects done but flood you with requests for quick-fixes that prevent you from ever getting to those long-term projects. But the pressure is on you to produce and it only increases with time. What do you do? The answer is time management. And not just any time management theory--you want Time Management for System Administrators, to be exact. With keen insights into the challenges you face as a sys admin, bestselling author Thomas Limoncelli has put together a collection of tips and techniques that will help you cultivate the time management skills you need to flourish as a system administrator. Time Management for System Administrators understands that an Sys Admin often has competing goals: the concurrent responsibilities of working on large projects and taking care of a user's needs. That's why it focuses on strategies that help you work through daily tasks, yet still allow you to handle critical situations that inevitably arise. Among other skills, you'll learn how to:

- Manage interruptions
- Eliminate timewasters
- Keep an effective calendar
- Develop routines for things that occur regularly
- Use your brain only for what you're currently working on
- Prioritize based on customer expectations
- Document and automate processes for faster execution

What's more, the book doesn't confine itself to just the work environment, either. It also

offers tips on how to apply these time management tools to your social life. It's the first step to a more productive, happier you.

"I liked this book, easy to read and contains good advice. I have fallen asleep reading other time management material, this one kept me awake." - Alain Williams, news@UK, June 2006  
About the Author  
Thomas Limoncelli is a world-famous author and speaker on many topics including system administration, networking, and security. A system administrator since 1988, he now speaks at conferences around the world on topics ranging from firewall security to time management. He has worked for Cibernet, Dean For America, Lumeta, Bell Labs / Lucent, ATT and Mentor Graphics. Along with Christine Hogan he is co-author of the book "The Practice of System and Network Administration" from Addison-Wesley. He holds a B.A. in C.S. from Drew University, Madison, New Jersey, USA. He publishes a blog on [www.EverythingSysadmin.com](http://www.EverythingSysadmin.com)