The Thieves of Time

AgileMastery
A practical approach to agile working.

Helping teams to identify where and why they lose the most time.

Purpose:
- Helping teams to understand waste.
- Helps teams to visualise and discuss areas of waste within the team.
- Identifies and creates the first steps on the path to protect the teams time.
- Empowers the team to take back control of their time.

Can be used face to face or remotely.

The Thieves of Time

The Plan

Set the Stage
- Team to add sticky notes for what went well, could be improved and Kudo's (timebox to 10 mins).
- Read through what went well.
- Now explain to the team we will work on the areas to improve (we will come back to Kudo's).
- **Total time - 15 mins.**

Gather Data
- Explain we have people who steal our time and we need to find a way to stop them.
- Ask the team to move the sticky notes from the could be improved into one of the 6 time thief areas.
- Discuss each area and identify the biggest thief.
- **Total time - 30 mins.**

Insights
- Move the biggest thief into this area for discussion.
- Discuss idea's on how you can identify this thief.
- Discuss ideas on how you could stop the thief.
- **Total time - 25 mins**

Decide Actions
- As a team decide on the actions you will take to stop this thief stealing your time.
- Ensure your actions have owners and the team know they are accountable to stopping the thief.
- **Total time 10 mins.**

Close
- Go over the Kudo's sticky notes.
- Rate the retro
- Line chart left to right.
- Place a a dot on the line for your vote.
- **Total time - 10 mins.**

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Set the Stage — What went well, could be improved and what Kudo's do you want to give?

⭐ Went well ⭐	🛠 Could be improved 🛠	🙌 Kudo's 🙌

Gather Data — Move the sticky notes from could be improved into one of these thief areas.

Talk through all the work listed and decide which area stole the most time (dot vote).

Too much work in progress	External dependencies (unknown, cross-team, bus factor...)	Unplanned work
Conflicting priorities	Neglected work	Other

Insights — Pull in the area (including sticky notes) that stole the most time.

Discuss ideas on how to stop this thief taking your time.

The BIGGEST time thief

Decide Actions — Create actions to defend yourselves from the time thief

Defensive Actions to stop the thief

Close — Add a dot to the scale to rate the retro.

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