

Self-Help Tips for Your Drupal Site

*How life skills can help us better perform our tasks
in creating and managing Drupal websites*

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Community and Being Human

Hi, I'm Shani

Digital Communications & Technologies Strategist
Federal Trade Commission*

- 15 years in development, design, and UX
- 8 years using Drupal with the CDC, Smithsonian, Department of Education

* The views expressed here are my own and not those of the Commission.



Today's Objectives

- 1) Share how the principles of three best-selling books can improve our work with Drupal.
- 2) Encourage you to explore the self-help, motivation, and business genres as tools to improve your work-life balance
 - Why self-help?
 - Applying self-help to our work
 - Thoughts and questions from you

Why Self-help?

My Roles on Drupal Projects

- Designer
- Site builder
- Tech support
- Trainer
- Accessibility expert
- Content manager
- User experience expert
- Project manager
- Theming / Front-end developer

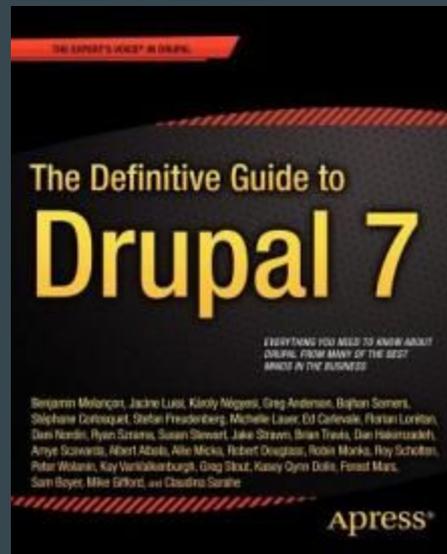


*Jules Winnfield,
Pulp Fiction*

Why Self-help?

Drupal Books I've Read

- 1) The Definitive Guide to Drupal 7
- 2) *Hundreds* of Drupal.org issue pages, guides, blog posts, YouTube videos (& comments), forums, conference slides, project documentation pages, coworker notes



Why Self-help?

- Get organized
- Reduce stress
- Get things done
- Learn new approaches to life's problems
- Learn to create goals and meet them
- Become more efficient at...[insert anything here]
- Break negative habits
- Overcome negative feelings
- Confront personal fears
- Try being better person, spouse, parent, or friend

Self-help Books We'll Explore

the life-changing magic of tidying up
Marie Kondo, 2014

Girl, Stop Apologizing
Rachel Hollis, 2019

Essentialism
Greg McKeown, 2014



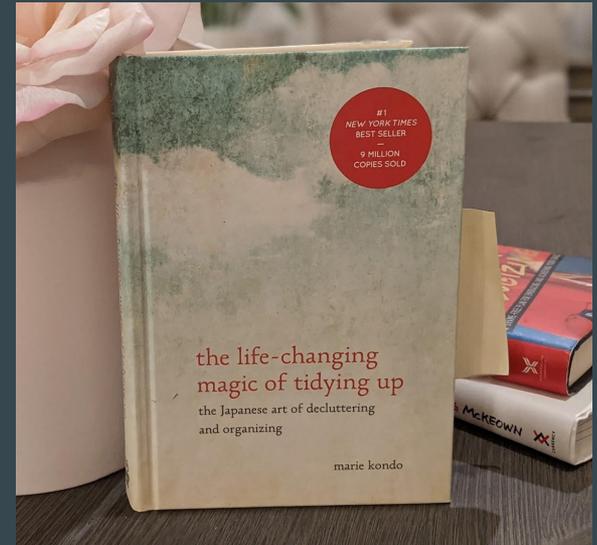
the life-changing magic of tidying up

the life-changing magic of tidying up

the Japanese art of decluttering and organizing

- Zen spirituality, home organization categories
- Aims to help readers declutter their homes with a strict two-item criteria (KonMari Method):
 - Discard first, then store
 - Ask yourself: “Does this spark joy?”

Kondo was named one of *Time's* 100 most influential people.



Applying KonMari: Discard first

Dispose of anything that is:

- Not currently in use
- Not needed for a limited period of time, or
- Must be kept indefinitely

In Drupal:

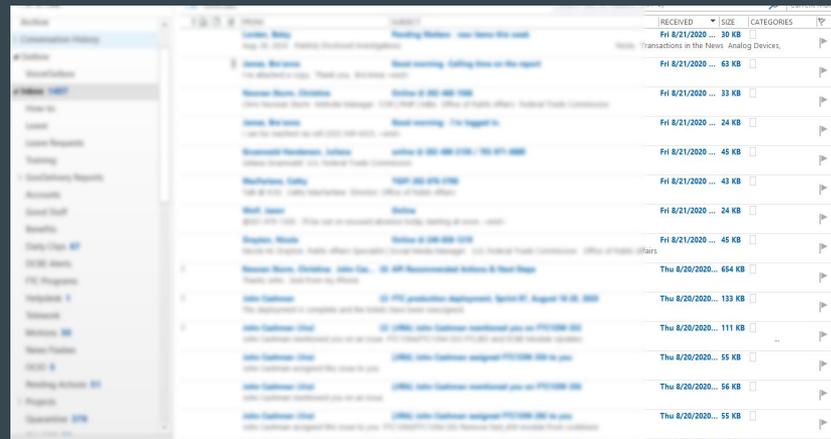
- Clean up your repos
- Remove multiple versions of files
- Review & remove nodes, users, content types, etc.

Admin View: Files

NAME
org_chart.pdf
org_chart_07-09-19.pdf
org_chart_07-09-19.pdf
org_chart_07-09-19.pdf
org_chart_08-05-19.pdf
org_chart_09-03-19.pdf
org_chart_1-10-20.pdf
org_chart_1-11-18.pdf
org_chart_1-14-20.pdf
org_chart_1-24-2020.pdf
org_chart_1-3-20.pdf
org_chart_10-1-19.pdf
org_chart_10-15-18.pdf
org_chart_10-15-18.pdf
org_chart_10-24-18.pdf
org_chart_10-28-19.pdf
org_chart_10-4-17.pdf
org_chart_10-4-17.pdf
org_chart_12-23-19.pdf
org_chart_2-1-19.pdf

Applying KonMari: Keep things that spark joy

- Everything you keep should have a properly labeled “home”
- Run rules and filters on your inbox or unsubscribe!
- Find better apps, editors or IDEs that your work will flourish on

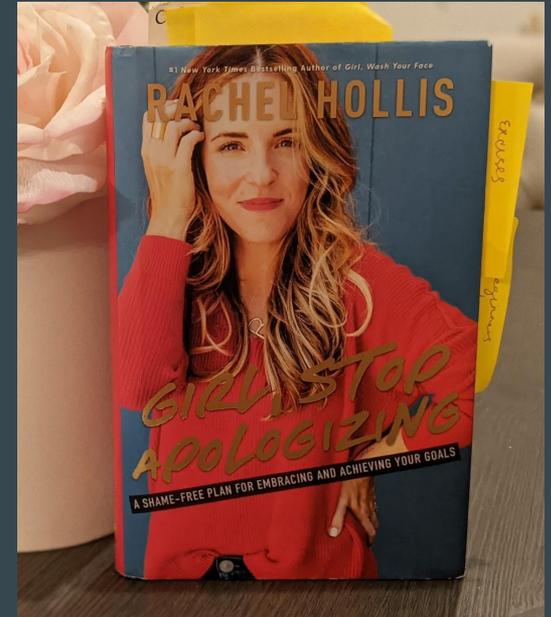


Girl, Stop Apologizing

Girl, Stop Apologizing

A Shame-free Plan for Embracing and Achieving Your Goals

- Business Motivation, Women & Business, and Self Improvement
- Aims to help readers achieve their goals unapologetically with three actions:
 - Let go of excuses that have you stuck
 - Adopt habits and behaviors as foundations for success
 - Build skills necessary for growth



Hollis is a CEO, podcast host, mom of four, and sought-after motivational speaker.

Applying Girl, Stop Apologizing

Excuse to Let Go Of: “I don’t have enough time”

Trade in your comfort and reconfigure your schedule:

- 1) Make a timeline of your week
- 2) Find five hours, “Five to Strive”
- 3) Use your best hours
- 4) Plan your schedule weekly

Learn to say no.

Applying Girl, Stop Apologizing

Excuse to Let Go Of: “It’s been done before.”

Common for creatives, innovators, and perfectionists!

Stop comparing your beginning with their middle!

- Everything’s been done before, but not by you.
- Have fun and get better
- Personal tip: Do it differently and give back

Applying Girl, Stop Apologizing

Behavior to Adopt: “Choose one dream and go all in.”

- “10, 10, 1”TM
 - *Ten Years, Ten Dreams, One Goal*

In Drupal:

- What do you want your project to be in 10 weeks/months/years?
- 10 features, pages, or functions to get there
- One specific, measurable goal to start

Applying Girl, Stop Apologizing

Skill to Acquire: Planning

Roadmap Strategy

1. Start at the finish line (this is your goal)
2. Brainstorm things that will get you closer to that end
3. Extract 3 major guideposts from end to beginning
4. List all mile markers (steps) to get you to each guidepost

In Drupal: Create roadmaps for your D7 to D8 migration, sprint planning, new theme, or new site.

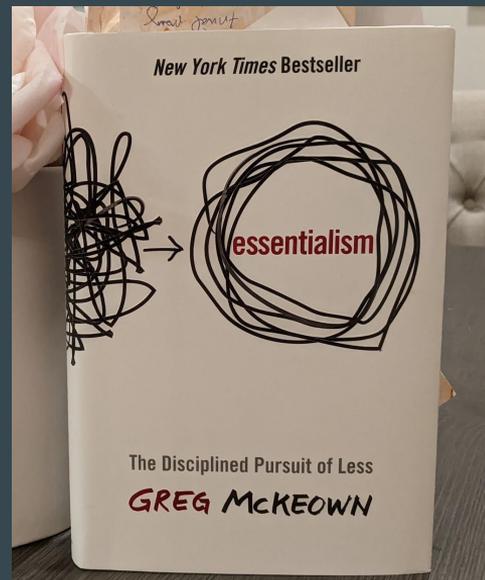
Essentialism

Essentialism

The Disciplined Pursuit of Less

- Time Management, Business Decision Making
- Teaches readers the discipline of “discerning what is absolutely essential in order to make the highest contribution to the things that matter.”
- Four Parts to Essentialism:
 - Essence, Explore, Eliminate, Execute

McKeown is a renowned public speaker with clients such as Apple, Google, Facebook, and Twitter.



Applying Essentialism

Essence: What is the core mindset of an essentialist?

Non-essentialist

Thinks almost everything is essential

Views opportunities as equal

“What am I giving up?”

Essentialist

Thinks almost everything is nonessential

Distinguishes the vital few from the trivial many

“What can I go big on?”

In Drupal: Prioritize the tasks that are essential to your work so that you can make the highest contribution with joy.

Applying Essentialism

Explore: How can we discern the trivial many from the vital few?

Non-essentialist

Too busy *doing* to think about life

Thinks play is unproductive

Uses broad criteria to make decisions

Essentialist

Creates space to escape and explore life

Uses play to spark exploration

Asks “Is this *exactly* what I’m looking for?”

In Drupal: Escape to find some uninterrupted focus. Tinker with things and have fun. Choose projects, clients, and teams wisely.

Applying Essentialism

Eliminate: How can we cut out the trivial many?

Non-essentialist

Might say “No”, occasionally

Thinks adding makes things better

Sees boundaries as constraining

Essentialist

“No” is a part of their regular vocabulary

Thinks subtracting makes things better

Sees boundaries as liberating

In Drupal: Enforce your limits early so that you can explore the options you will contribute most to.

Applying Essentialism

Execute: How can we make doing the vital few things almost effortless?

Non-essentialist

Forces execution at the last minute

Reacts to crisis, does more

Thinks about what was important yesterday or tomorrow

Essentialist

Practices extreme and early preparation

Removes obstacles to make room for progress

Focuses on the present; what's important right now

In Drupal: Budget for the unexpected. Seek out the surprise stakeholders. Communicate your blockers and address them fast.

Self-help Pitfalls

- Continuing to read ideas that disturb, disappoint, or don't align with your goals

Kondo: “Spark joy”

- Trying too many methods at once

Hollis: “One goal at a time”

- Following ideas that work for others but not yourself

McKeown: “Separate the trivial many from the vital few”

Further Conversation

- 1) How has the pandemic affected your goals, productivity, or ability to prioritize?
- 2) Have you found self-help or other genres helpful in your work life?
- 3) What books would you recommend to the audience that have had an impact on the way you work?
- 4) Questions or comments?

Thank You