



BUSINESS ANALYSIS CONFERENCE EUROPE

16 - 18 September 2024 • London, UK

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How NOT to be the worst BA ever

Presented by

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Do you struggle to carve out time for Personal Development?

- Personal Development 'Buddies'
- Motivation
- Accountability

- Old habits die hard
- Prioritisation challenges
- Lack of focus



How NOT to be the worst BA ever using TRIZ methodology

1 Identify your worst possible outcome

2 List everything you can do to achieve that outcome

3 Identify which of these behaviours you do

4 Take small steps to stop these behaviours

Step 1: Identify your worst possible outcome

Note: We will use Menti to work through Steps 2 and 3 of the TRIZ methodology



Question: What would be the worst possible outcome in your role as a BA?



Step 4: Take small steps stop these behaviours

We must stop:



Going into
meetings
unprepared



Ignoring
assumptions



Rushing
meetings



We must stop going into meetings unprepared

We can do this by...

1

...taking a moment to reflect on each upcoming meeting

2

...getting a 'prep buddy'

3

...noting questions raised by others for future use



We must stop ignoring assumptions

We can do this by...

1

...acknowledging
and sharing our
assumptions

2

...using visuals to
show our
understanding

3

...writing 'live' notes
during the meeting



We must stop rushing meetings

We can do this by...

1

...creating a
hard-to-ignore
agenda template

2

...making time for
small-talk

3

...recording complex
meetings

Ways to not be the worst BA ever



- Get a personal development buddy
- Use TRIZ in your own Personal Development
- Use LiberatingStructures.com
- Focus on the small things you can stop doing to improve
- Get a 'prep buddy'
- Assess capacity for meeting prep AND completing actions in a specific time-frame
- Create a hard-to-ignore meeting agenda template
- Acknowledge **and** share your assumptions regularly
- Include time in sessions for small-talk
- Record complex meetings so you can be 'present'
- Write 'live' notes for everyone to check during a meeting
- Use visuals to help create joint understanding
- Have a list of "useful questions" which you can use in emergencies





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