Take back Your Life . . .
20 Minutes at a Time

Presented by
Nora Riva Bergman
We have been conditioned to think that productivity is enhanced by longer work days and a faster pace. This is a fallacy. - Karlin Sloan
The Value of a Minute

Double a penny each day for a month . . .

At the end of the month
536,870,912 pennies . . .

$5,368,709.12
It can take your brain up to 20 minutes to recover from an interruption.

Do the math . . .
3 needless interruptions a day = 1 hour
1 hour x 5 days in a week = 5 hours
5 hours x 48 weeks = 240 hours
240 hours = Six 40-hour weeks
Understand that you cannot manage time. You can only manage yourself.
Get rid of bad habits.
Create new habits.
Up to 90% of our behavior is based on our habits.
Productivity and Time Management Myths

“I have no control over my time. . .”

“There just aren’t enough hours in the day. . .”
You have the same amount of time - exactly the same number of hours each day that were given to Helen Keller, Mother Theresa, Leonardo da Vinci, Thomas Jefferson, Albert Einstein, and Michelangelo.
Can doesn’t mean should.

Begin to get very selective about the clients you represent.
Set Boundaries

The more you think you can control your calendar, the more you will try to control it, and the more you will control it.
1. Create a Power Hour for yourself.

Group similar tasks.

Focus on your highest value work.
Take 30 minutes to plan your week.

Take 10 minutes at the end of the day to plan the following day.
Chunk it down.

15 to 30 minutes of focus are better than none.

Even 5 to 10 minutes of focus can make a difference.
The Illusion of “Multi-Tasking”

Multi-Tasking creates an illusion of efficiency and productivity.

Unfortunately . . . It is just an illusion.
Stop interrupting yourself.
Close your door.
Create visual cues.
Listen to music.
Give your team permission to help you.
Don’t let email run your life.
Put an end to Lurk & Blurt!
Batch your questions.

As your team respects your time... respect theirs.
Huddle, Baby, Huddle.
Stand-up meetings.
15 minutes in the morning and 15 minutes at the end of the day.
Do it.
Defer it.
Delegate it.
Dump it.
Have fun!

One day your life will flash before your eyes.

Make sure it’s worth watching.
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