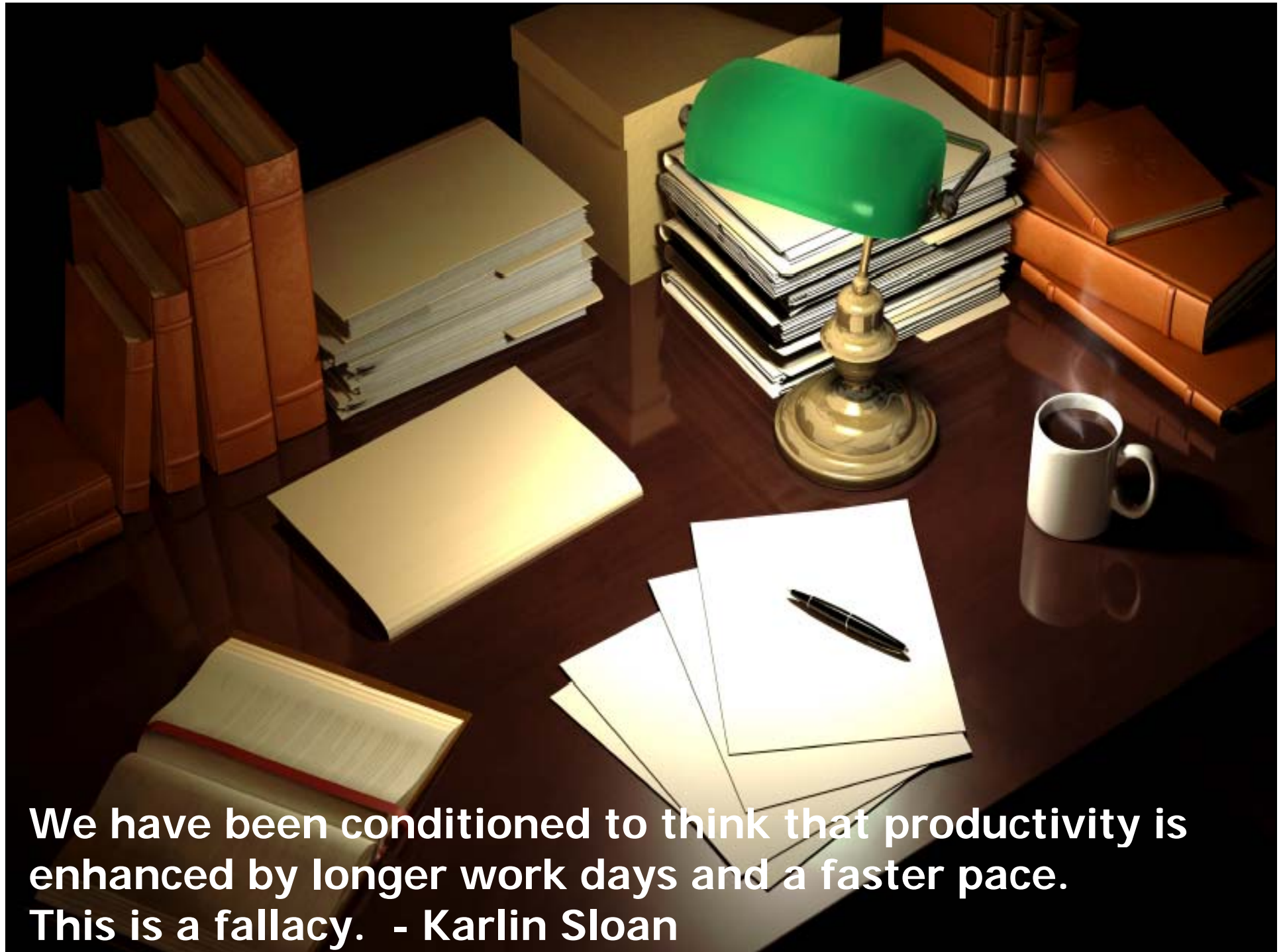


A serene beach scene at sunset. A light-colored hammock is strung between two dark tree trunks in the foreground. The hammock is empty and hangs over a sandy beach. In the background, the ocean stretches to the horizon under a warm, orange-hued sky. The sun is low on the horizon, casting a golden glow over the water and sand. Gentle waves are visible breaking on the shore. The overall mood is peaceful and relaxing.

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

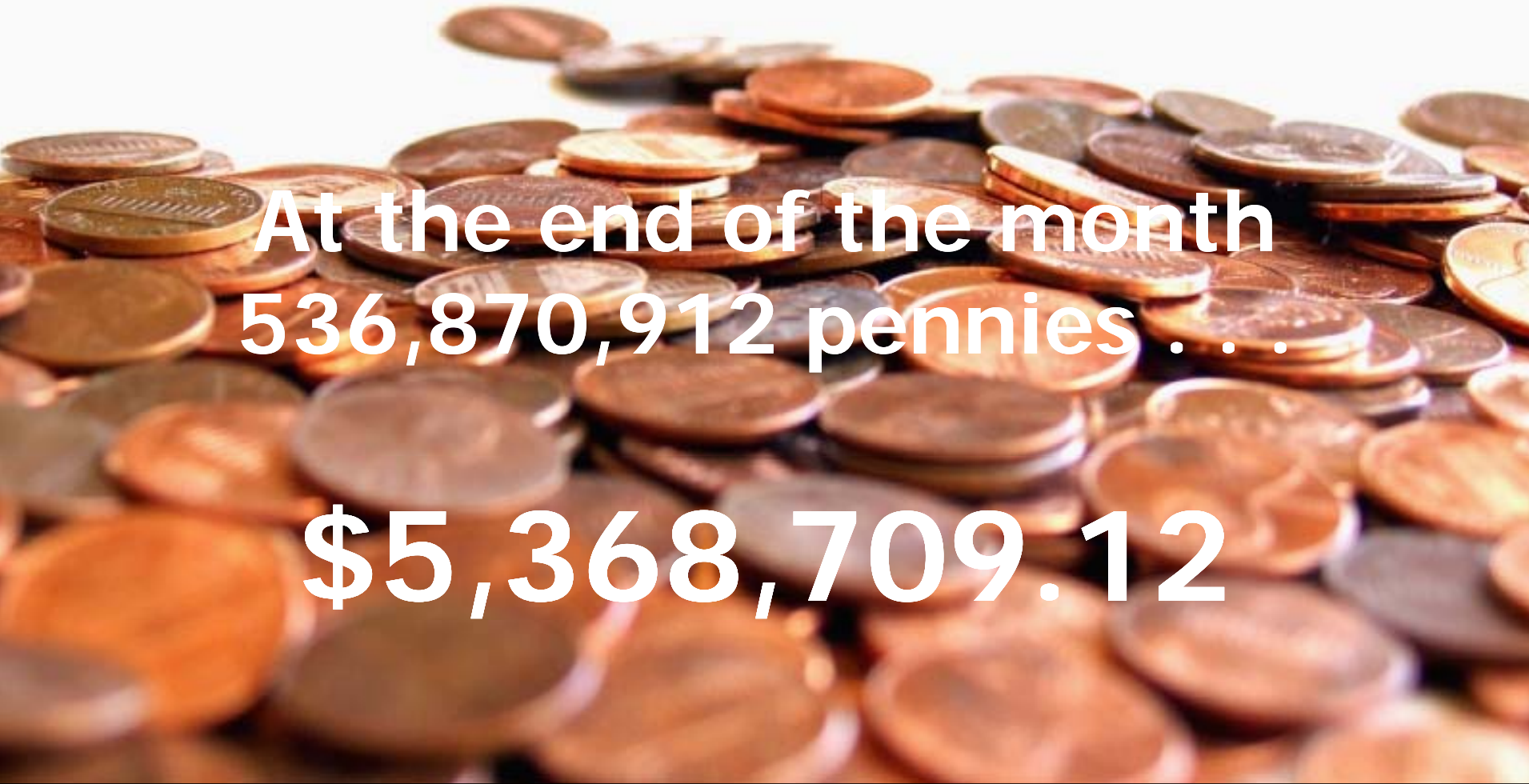
Presented by
Nora Riva Bergman



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 . . .

A large, dense pile of US pennies, showing the copper color and the Lincoln Memorial on the reverse side. The pennies are scattered across the frame, with some in sharp focus and others blurred in the background.

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 . . .

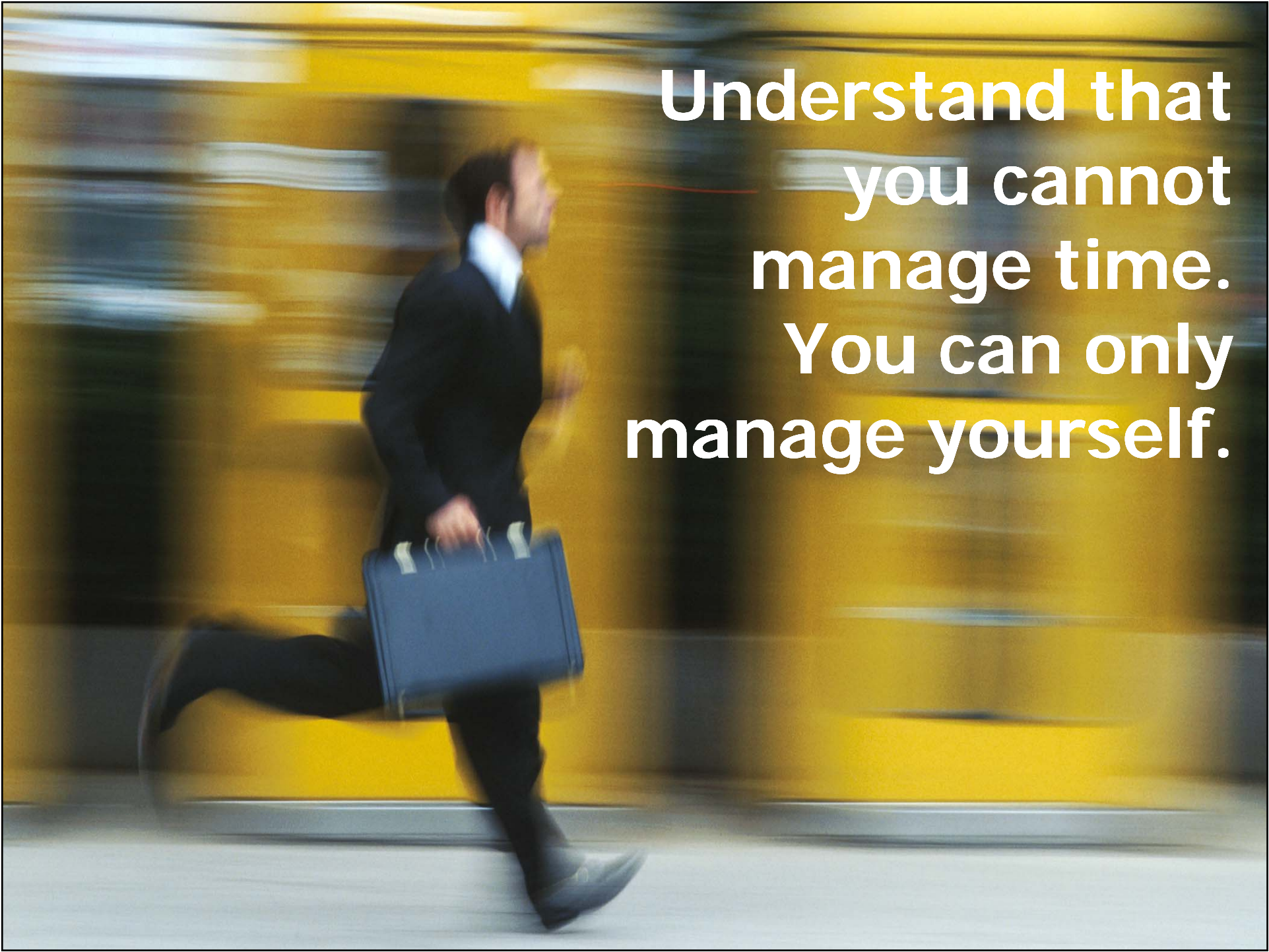
3 needless interruptions a day = 1 hour

1 hour x 5 days in a week = 5 hours

5 hours x 48 weeks = 240 hours

240 hours = Six 40-hour weeks



A man in a dark suit and white shirt is running from left to right, carrying a dark blue briefcase. The background is heavily blurred with horizontal streaks of yellow and grey, suggesting a fast-moving environment like a train platform. The text is overlaid on the right side of the image.

**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.**



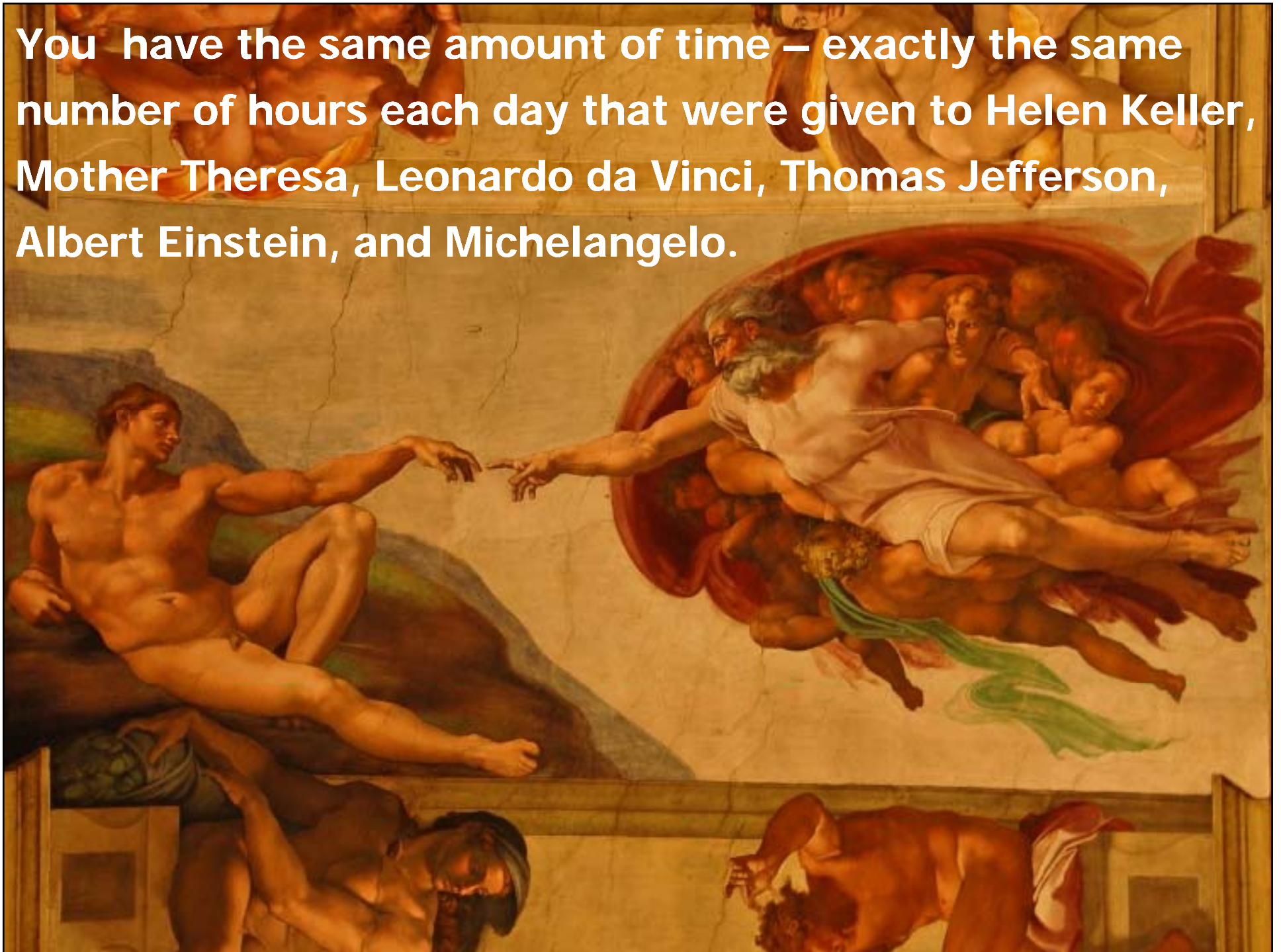
Productivity and Time Management Myths

“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.**

A photograph of a tennis court with a green surface and white boundary lines. A bright yellow-green tennis ball is positioned on the court, near the bottom left corner. Overlaid on the right side of the image is the title 'Set Boundaries' and a paragraph of text.

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.

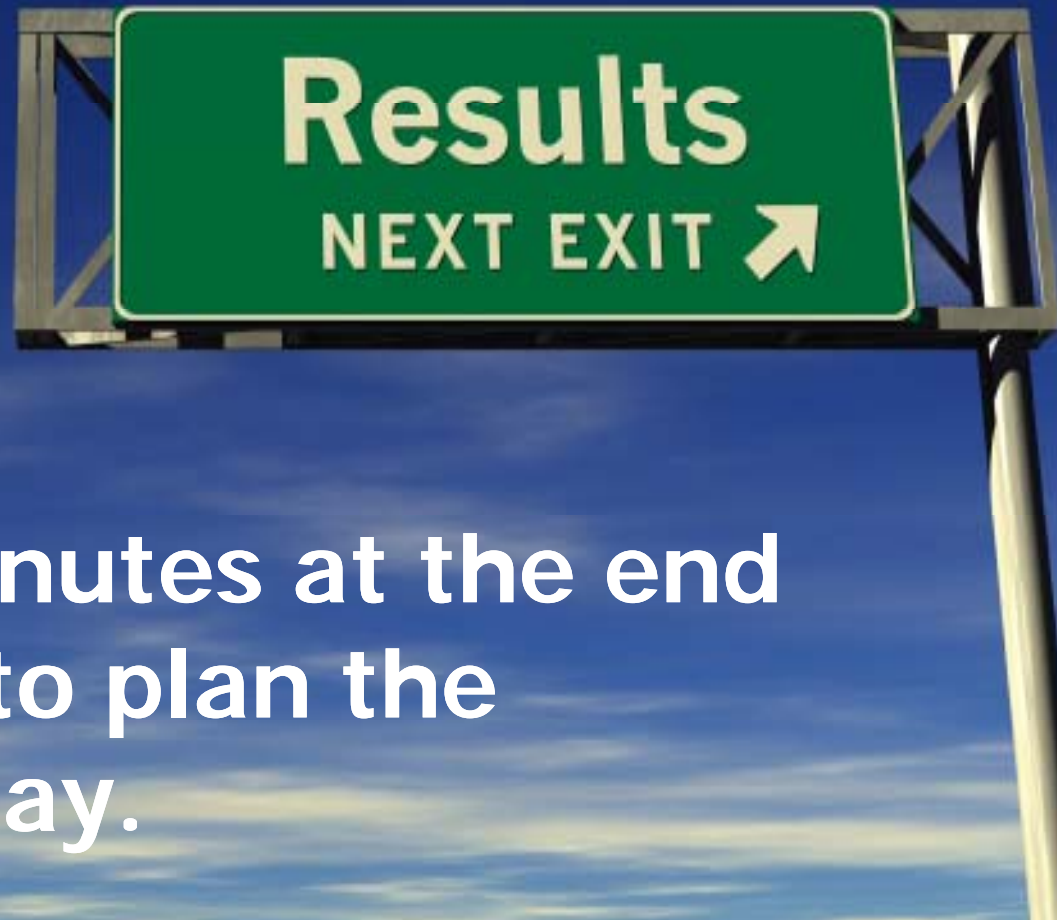
1. Create a Power Hour for yourself.

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.



A serene beach scene at sunset. A light-colored hammock is strung between two dark tree trunks in the foreground. The hammock is empty and hangs over a sandy beach. In the background, the ocean stretches to the horizon under a warm, orange-hued sky. The sun is a bright, glowing orb just above the horizon, casting a long, shimmering reflection on the water. Gentle waves with white foam are breaking onto the shore. The foreground is filled with dark, smooth rocks and pebbles. The overall mood is peaceful and relaxing.

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

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