20 minutes can change your life.

Presented by Nora Riva Bergman
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“We have been conditioned to think that productivity is enhanced by longer work days and a faster pace. This is a fallacy.” - Karlin Sloan
Our culture says work late, every night, no matter what you are working on.
Recent research has shown that it can take our brains up to 20 minutes to recover from an interruption.  
*Rapt: Attention and the Focused Life*, by Winifred Gallagher

Three needless interruptions a day means one hour lost.

Over the course of one year, that adds up to 240 hours.

Six forty-hour weeks.
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
Productivity and Time Management Myths

“I have no control over my time. . .”

“There just aren’t enough hours in the day. . .”
Understand you cannot manage time. You can only manage yourself.
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.
Get rid of bad habits.

Create new habits.

Up to 90% of our behavior is based on our habits.
Can doesn’t mean should.
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.
Take 30 minutes to plan your week.

Take 10 minutes at the end of the day to plan the following day.
The Illusion of “Multi-Tasking”

Multi-Tasking creates an illusion of efficiency and productivity.

Unfortunately . . . It is just an illusion.
Create a Power Hour for yourself.

Group similar tasks.

Focus on your highest value work.
Chunk it down.

15 to 30 minutes of focus are better than none.

Even 5 to 10 minutes of focus can make a difference.
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.

Ask your team to batch their questions.

Bring an answer for every question.

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.
20

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