

20

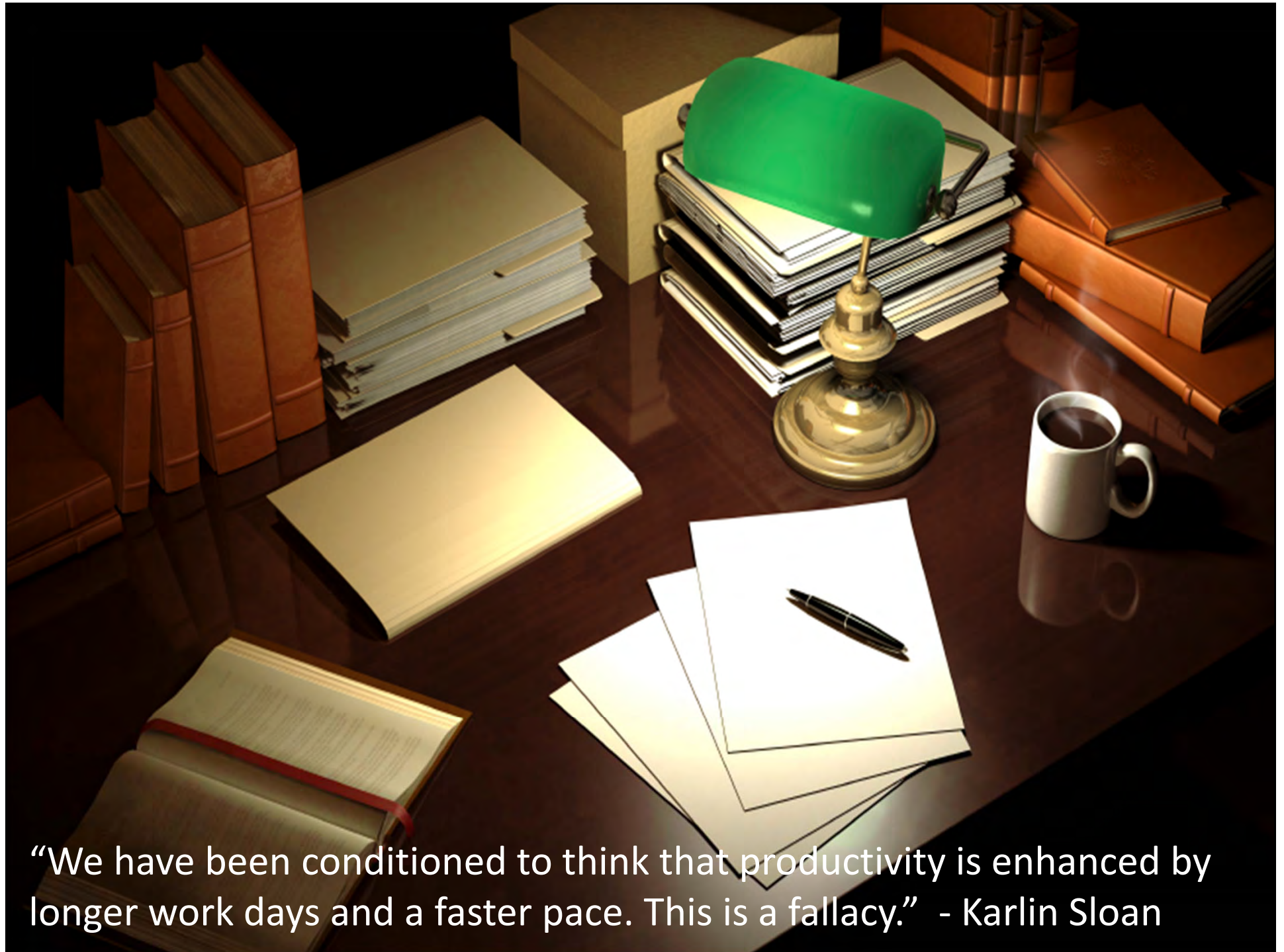
minutes can change your life.

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 . . .

A large, dense pile of US pennies, showing the Lincoln Memorial on the reverse side of many coins. The coins are scattered and overlapping, creating a textured surface of copper. The lighting is bright, highlighting the metallic sheen of the pennies.

At the end of the month

536,870,912 pennies . . .

\$5,368,709.12

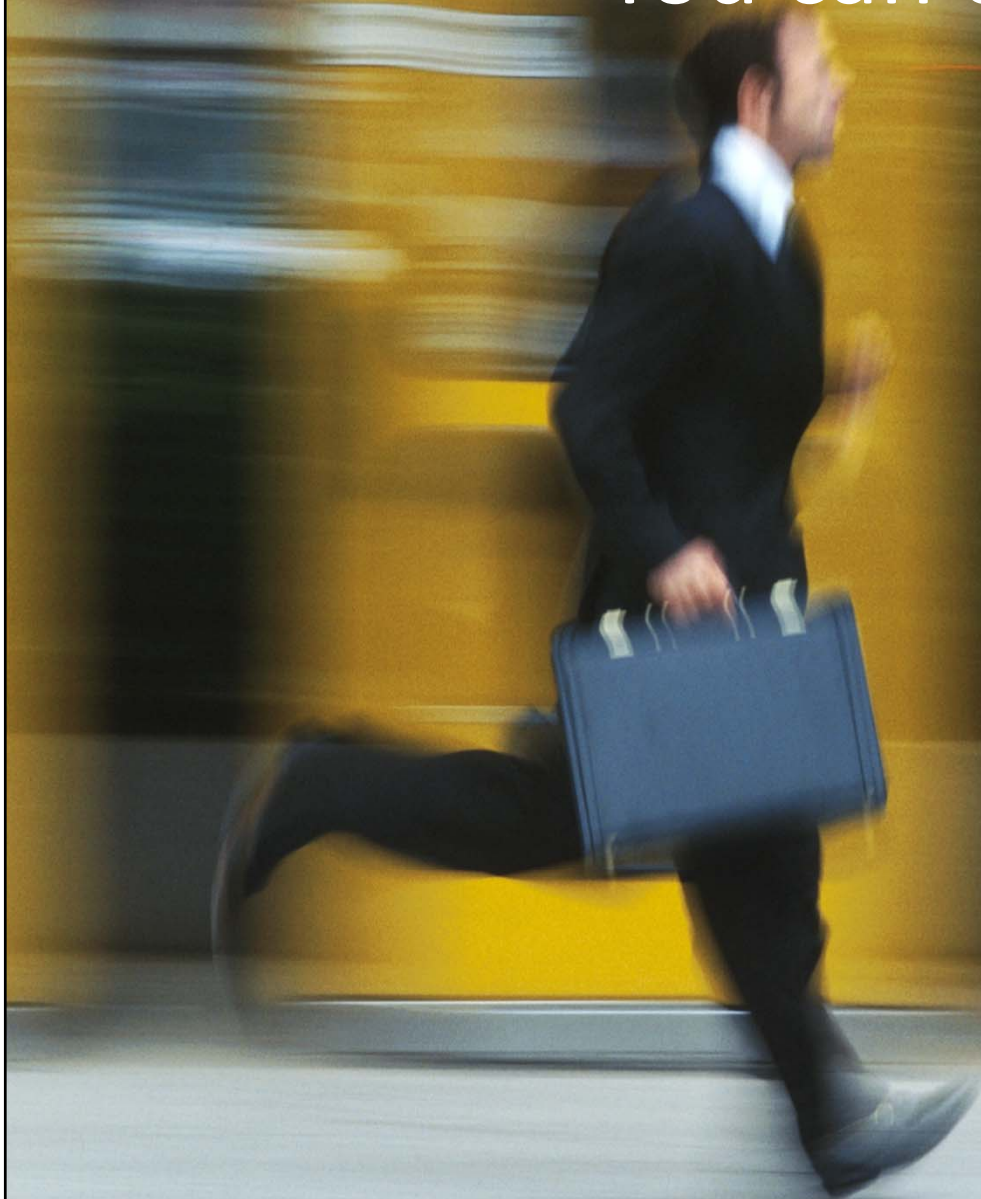
Productivity and Time Management Myths

“I have no control over my time. . .”

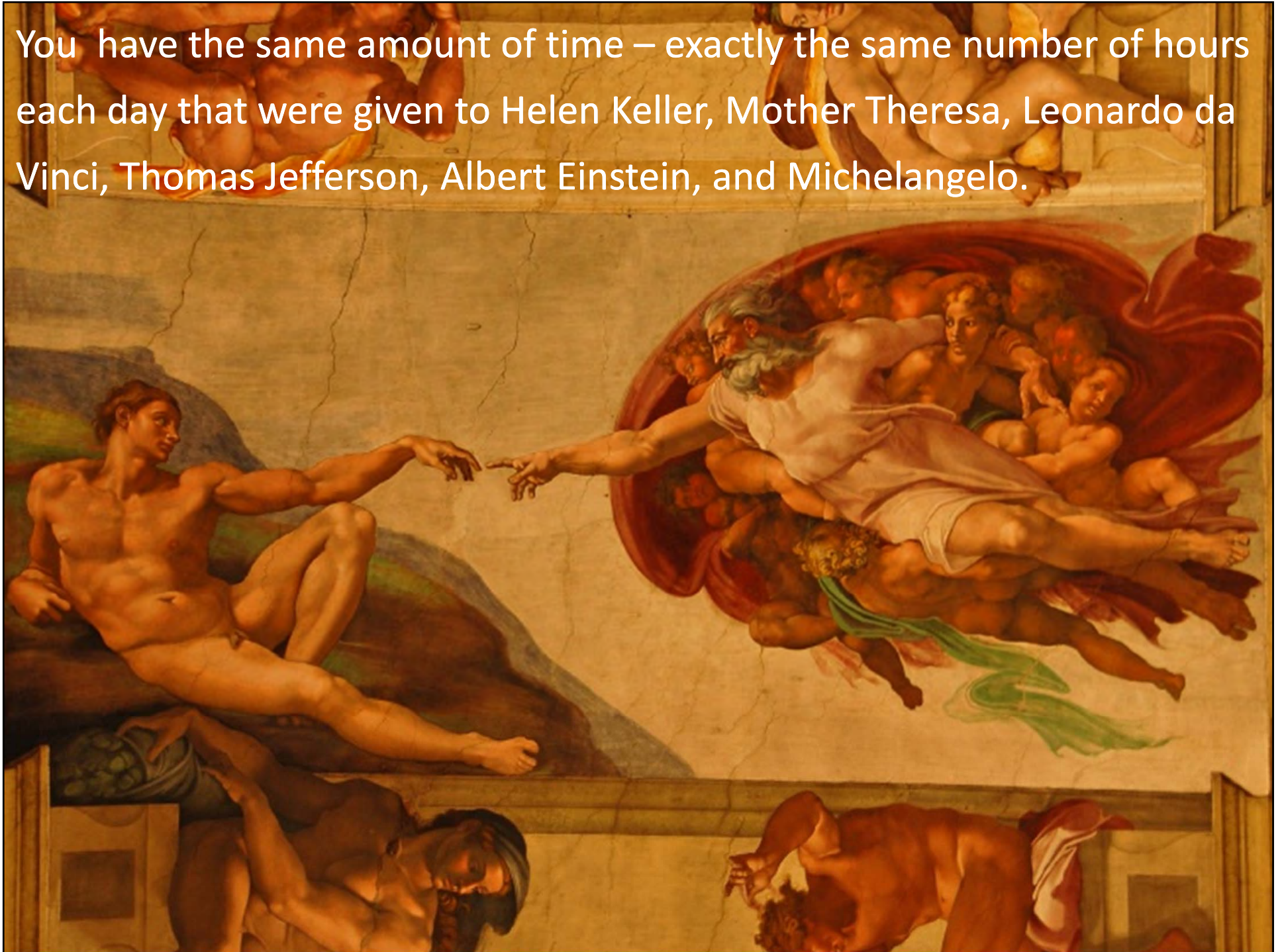


“There just aren’t enough hours in the day. . .”

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.





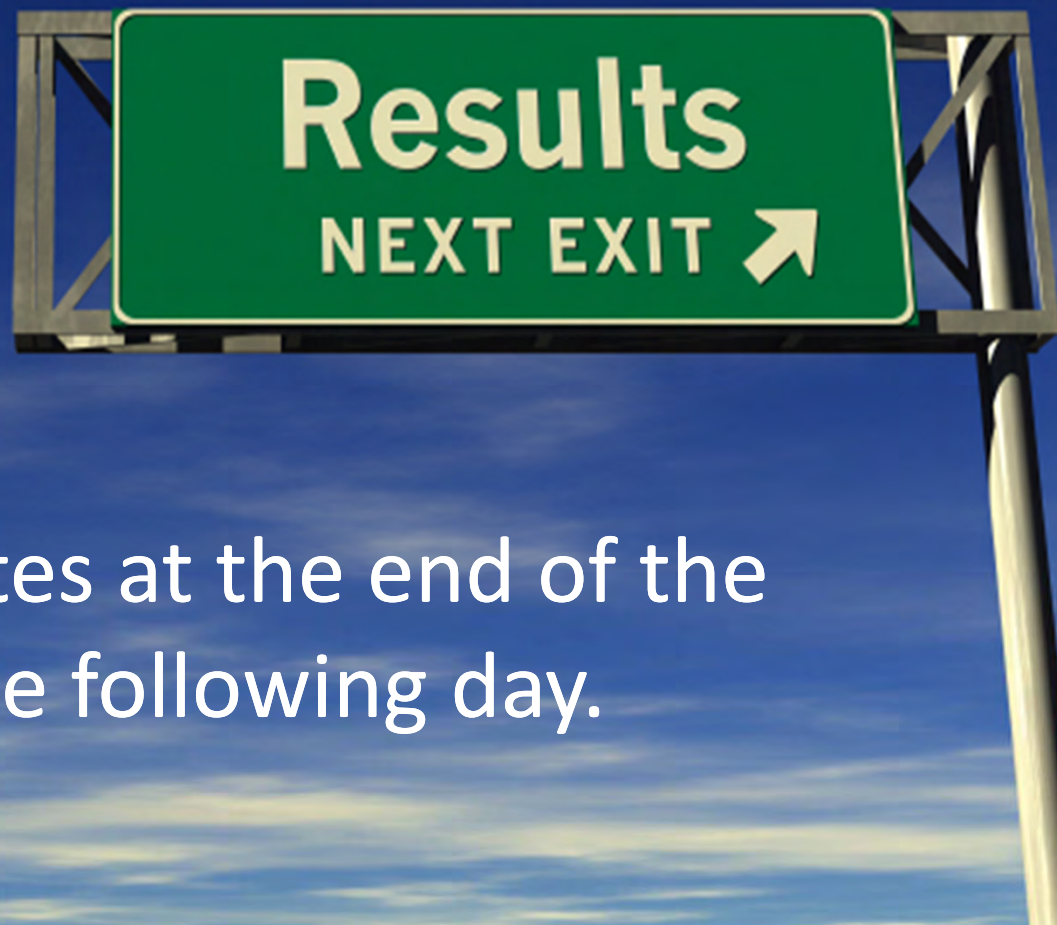
Can doesn't
mean should.

A photograph of a tennis court with a green surface and white lines. A bright yellow-green tennis ball is positioned on a white line in the lower-left corner. The text 'Set Boundaries' is written in a large, white, sans-serif font in the upper right. Below it, a paragraph of text in a smaller white font reads: 'The more you think you can control your calendar, the more you will try to control it, and the more you will control it.'

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.

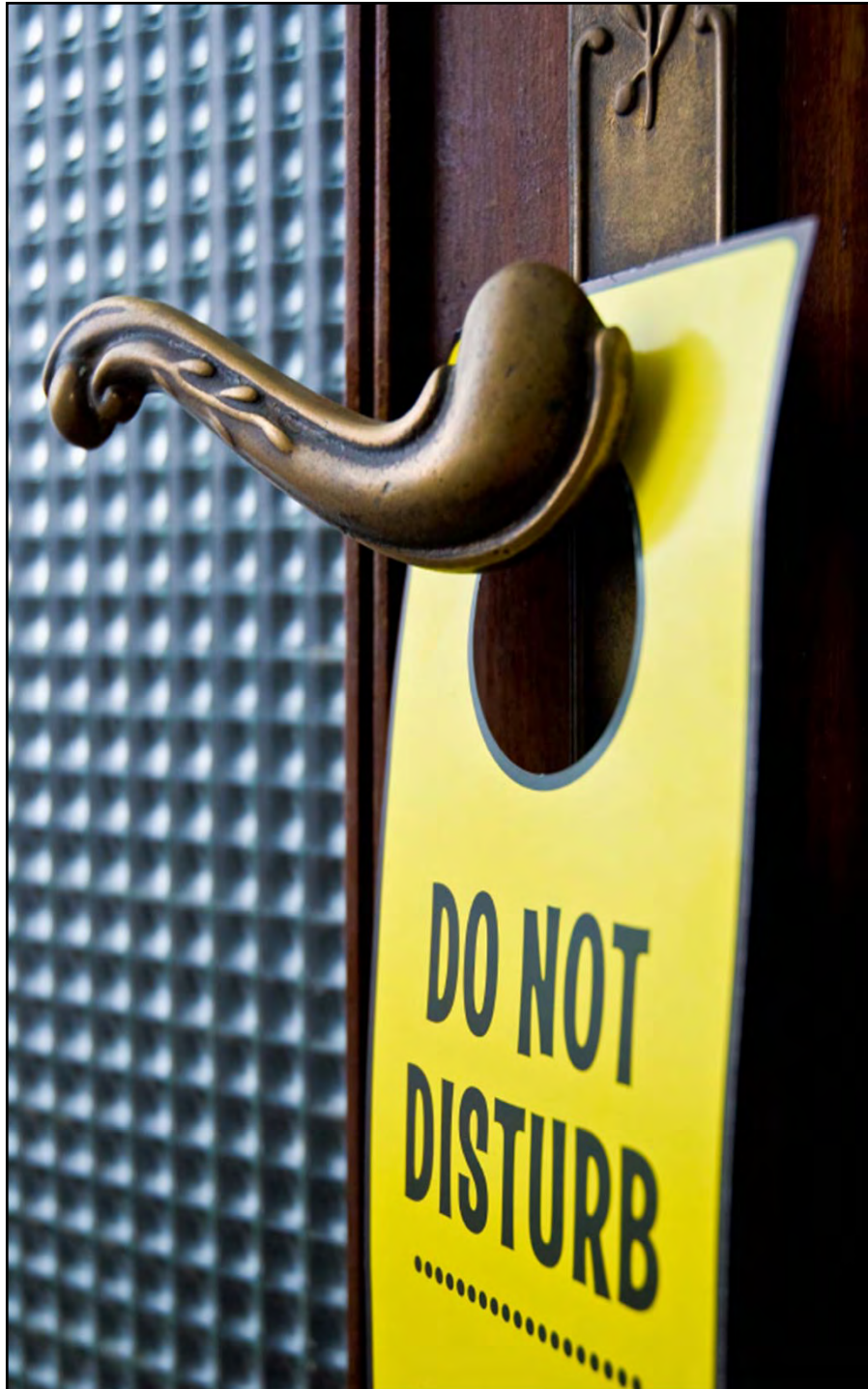
15 to 30 minutes of focus are better than none.



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.



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