

A top-down view of a wooden desk. In the top left corner, there is a small green plant in a pot. Next to it is a red notebook with a white grid page. A green pen lies horizontally in the center. To the right, a portion of a silver keyboard is visible. A blue and red USB drive is also on the desk.

# 55 WAYS

*to*

Increase Your Productivity  
Decrease Your Stress

*and*

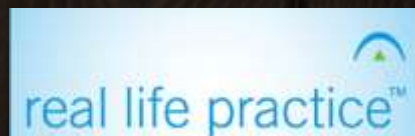
Get More Done in Less Time

Nora Riva Bergman ©



# LET'S GO

- Take notes
- Pick 3 & start Monday
- Stay connected



# THE BIG PICTURE

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A person is sitting on a dark, rocky shore, looking out at the ocean. The sky is a mix of soft pinks, purples, and blues, suggesting a sunset or sunrise. The person is silhouetted against the bright horizon.

1

# THE BIG PICTURE

---

Get to know YOU.

Self-awareness is the starting point for positive change.





2

# THE BIG PICTURE

---

Understand that you  
cannot manage time.  
You can only manage

YOU.

3

# THE BIG PICTURE

Understand the  
difference between  
KNOWING & DOING.







# THE BIG PICTURE

IMPORTANT  
Not Urgent  
VS.  
IMPORTANT  
Urgent

5

THINGS WHICH  
MATTER MOST  
MUST NEVER BE  
AT THE MERCY OF  
THINGS WHICH  
MATTER LEAST

- Goethe

# THE BIG PICTURE

---

Learn to say

“No.”



A photograph of a workspace. In the foreground, a white ceramic coffee cup sits on a wooden table. Behind it, a silver laptop is open, displaying a blurred image of green foliage. The background is a soft-focus view of green plants. A dark circular overlay with the number '6' is in the top left corner.

6

# THE BIG PICTURE

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Take 30 minutes to plan your week.

- Marketing
- Substantive work
- Administration

A hand holding a silver pen is writing on a document that features a line graph. In the background, a calculator is visible. The overall scene suggests a professional or business setting.

7

# THE BIG PICTURE

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Take 10 minutes at the end of your day to plan the next day.





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# THE BIG PICTURE

## Live in your Calendar.

# FOCUS

## YOUR FOCUS

---





# FOCUS

## YOUR FOCUS

---

Is what I'm  
doing right now  
the highest and  
most valuable  
use of my time?

10



# FOCUS

## YOUR FOCUS

---

Learn to manage interruptions and distractions.

Squirrels are not your friends.





11

# FOCUS

## YOUR FOCUS

---

Close your door.  
Give your team  
permission to help  
you.



12

# FOCUS

## YOUR FOCUS

---

Listen to music.  
Use white noise.  
Try ear plugs.





13

# FOCUS

## YOUR FOCUS

---

Use Power Hours.

Take control of your calendar.

Plan your work.





14

# FOCUS

## YOUR FOCUS

---

Chunk it down.

Even 10 minutes of  
focused energy can  
make a difference.



15

# FOCUS

## YOUR FOCUS

---

Put an end to  
“Lurk & Blurt.”

Ask your team to  
batch questions.

The background of the slide features a high-contrast, black and white photograph. It shows three people in business attire standing in a modern office space with large windows. The people are silhouetted against the bright light coming from the windows. Their reflections are visible on the dark, polished floor. The overall mood is professional and focused.

16

# FOCUS

## YOUR FOCUS

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Huddle!

Stand-up meetings.  
Keep them short.  
10 minutes max.





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For efficiency, Joe applied his email filing system to his regular mail.

# FOCUS

## YOUR FOCUS

- Keep your inbox close to empty.
- Set aside time to process email.

18



Outlook utilities that save you time



SaneBox



# FOCUS

## YOUR FOCUS

- Create email folders that work for you.
- Find tools that work for you.

# FOCUS

## YOUR FOCUS

---

- Turn off alarms and updates.
- Silence your phone.
- Email OFF during focus time.





A man with dark hair, wearing a light blue and white striped shirt, is sitting in the driver's seat of a car. He is looking down at a black smartphone held in his right hand. The car's steering wheel and dashboard are visible. The background shows a blurred road and greenery outside the car window.

20

# FOCUS

YOUR FOCUS

---

Do ONE thing  
at a

TIME.

21



# FOCUS

## YOUR FOCUS

---

If it will take less  
than 2 minutes:

# DO IT!

22

# FOCUS

## YOUR FOCUS

---

- DO it
- DEFER it
- DELEGATE it
- DITCH it





23

Wash  
ME!

# FOCUS

## YOUR FOCUS

---

GET INTOLERANT!  
Eliminate tolerations.

- Messy car
- Scratched wall
- Overdue doctor visit

A vibrant tropical beach scene. In the foreground, a white sandy path leads from the bottom left towards the center. To the left of the path, several tall palm trees with lush green fronds lean slightly towards the right. The background features a clear, bright blue sky and a turquoise ocean that meets the shore. The overall atmosphere is serene and inviting, typical of a vacation spot.

24

# FOCUS

## YOUR FOCUS

---

Get ready  
for vacation.

**OPTIMIZE**  
YOUR SPACE

---





25

# OPTIMIZE YOUR SPACE

---

No piles of files.  
Leave it tidy.

26

# OPTIMIZE YOUR SPACE

---

Get comfortable.  
Think ergonomic.



A black and white photograph of a desk setup. On the left, a large computer monitor is visible. In the foreground, a keyboard with a wrist rest is positioned. Behind the keyboard, a desk lamp with a conical shade stands on a base. The background is slightly blurred, showing another desk area with more equipment.

27

# OPTIMIZE YOUR SPACE

---

Two monitors for  
**EVERYONE!**





28

# OPTIMIZE YOUR SPACE

---

Get and stay  
ORGANIZED.

**OPTIMIZE**  
YOUR KNOWLEDGE

---



29

**Worldox**  
**NetDocuments**  
**iManage**  
**ProLaw**

**OPTIMIZE**  
YOUR KNOWLEDGE

---

Stop WASTING  
TIME looking  
for information.



30

If you can't describe what  
you're doing as a process,  
you don't know what  
you're doing.

- W. Edwards Deming

# OPTIMIZE YOUR KNOWLEDGE

---

MAP THE PROCESS.  
Intake. Discovery.  
Drafting. Closing.

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# OPTIMIZE YOUR KNOWLEDGE

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Checklists.  
Checklists.  
Checklists.

FLIGHT  
CHECK LIST



**CLIENTS**  
CHOOSE WISELY

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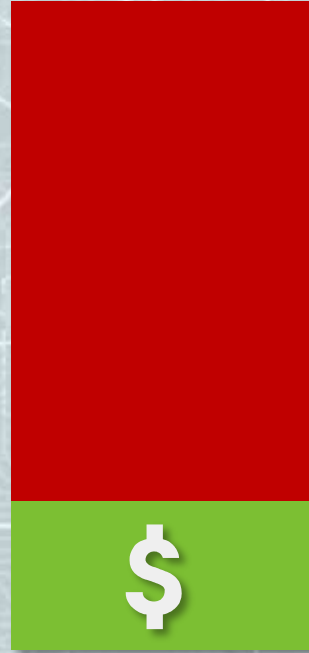
**A & B**

**C & D**



**TIME**

**INCOME**



# CLIENTS CHOOSE WISELY

Remember the  
Pareto Principle.

Fire a few.

The background of the slide is a close-up, slightly blurred photograph of numerous gold bars stacked together. The bars are rectangular and have a metallic sheen, with some showing faint markings. The lighting is warm, highlighting the texture and color of the gold.

33

# CLIENTS CHOOSE WISELY

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Your A & B clients  
are priceless.

Focus on getting  
more of them.

**CLIENTS**  
**THINK TEAM**

---



A photograph of a baseball game in progress. A batter in a dark navy blue jersey with the number 2 on the back is captured mid-swing, holding a silver bat. He is wearing a black batting helmet. In the foreground, a catcher in a light gray uniform with red accents and a black helmet is crouched in position. To the left, an umpire in a black shirt and gray pants is also visible. The background shows a blurred view of the baseball field and stadium seating.

34

# CLIENTS THINK TEAM

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Use a designated  
hitter.

Be proactive.

35

Specific  
Measurable  
Accountable  
Realistic  
Time-Lined

**CLIENTS**  
**THINK TEAM**

---

Delegate  
**EFFECTIVELY.**



36

# CLIENTS THINK TEAM

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BEWARE!  
The Curse of  
Knowledge.



**APPRECIATE**  
**YOUR TEAM**

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37

Next to physical survival, the greatest need of a human being is to be understood, affirmed and appreciated.  
– Stephen R. Covey

# APPRECIATE YOUR TEAM

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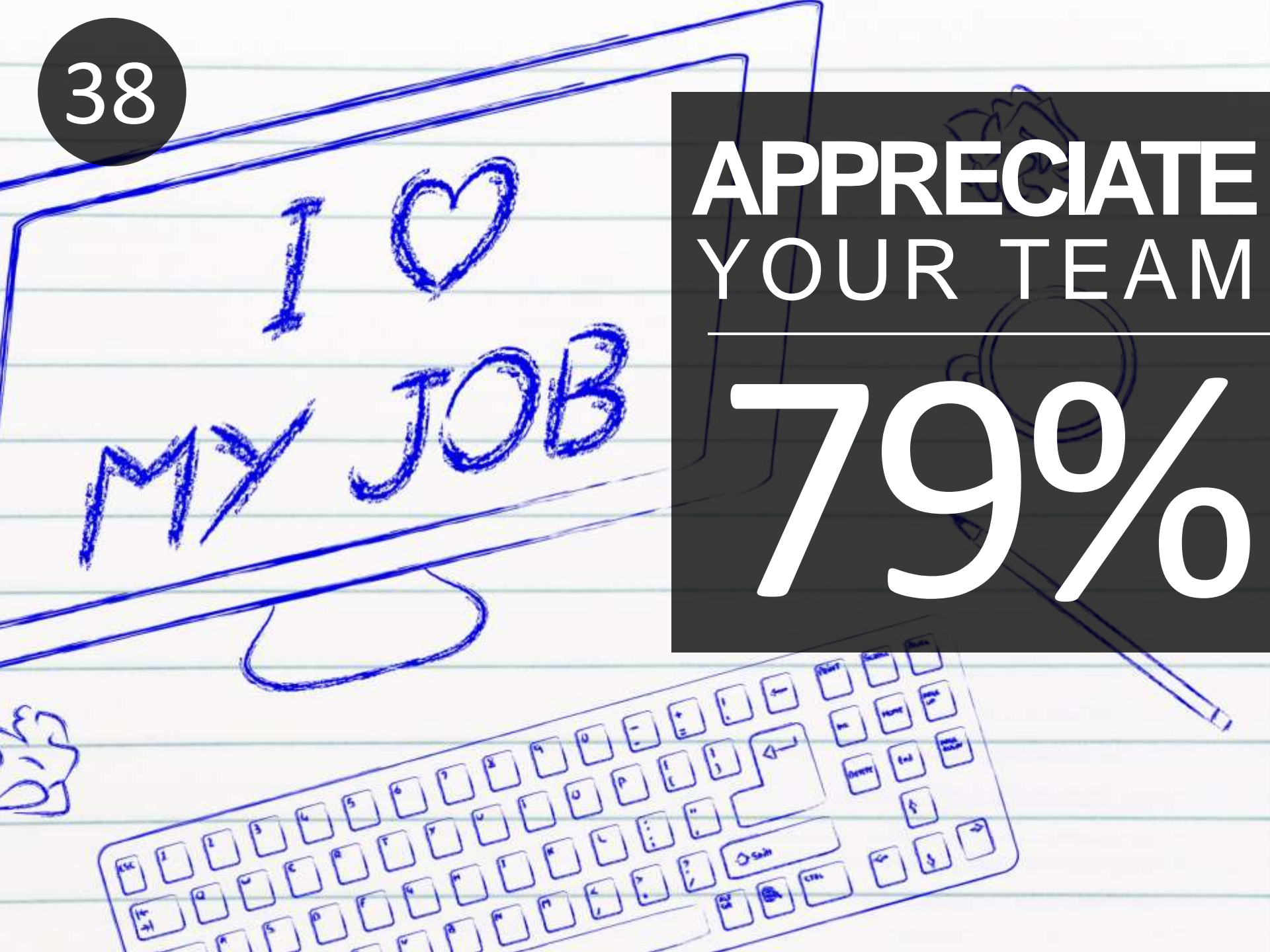
Be genuine.  
Be authentic.  
Be specific.



38

**APPRECIATE  
YOUR TEAM**

**79%**





A close-up photograph of several hands of different skin tones being stacked on top of each other in a pyramid shape. The hands are reaching up from the bottom, with some wearing light blue and white striped shirts. The background is a bright, out-of-focus indoor space with large windows.

39

# APPRECIATE YOUR TEAM

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Create a  
CULTURE of  
APPRECIATION.

A close-up photograph of a hand turning a polished brass door handle on a dark wood door. The handle is a classic lever style, and the hand is shown from the side, gripping it firmly. The door has a vertical grain and a brass strike plate is visible above the handle.

40

# APPRECIATE YOUR TEAM

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Check your  
ATTITUDE  
at the door.

41

# APPRECIATE YOUR TEAM

---

Listen.

No multi-tasking.  
Just listen.





**UPDATE**  
YOUR TECH

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A high-angle photograph of a wooden desk. On the left is a vintage, dark-colored typewriter with a roll of paper. To its right is a modern, white, compact keyboard. In the bottom right corner, a portion of a white tablet is visible. A dark semi-transparent overlay covers the right side of the image, containing text.

42

# UPDATE YOUR TECH

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Do a tech audit.

- Computer
- Phone
- Tablet
- Printer
- Scanner

43



# UPDATE YOUR TECH

---

LEVERAGE THE CLOUD

- Case management
- Productivity
- Collaboration



44



# UPDATE YOUR TECH

---

Try Evernote.

Remember  
**EVERYTHING.**

45



# UPDATE YOUR TECH

---

Find the apps  
that work for  
**YOU.**

**RETHINK**  
YOUR THINKING

---



46



**RETHINK**  
YOUR THINKING

---

Eat that  
**FROG.**

47

# RETHINK YOUR THINKING

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We are at our best  
when we are in a  
**POSITIVE**  
STATE OF MIND.





A close-up photograph of an orangutan's face, showing its mouth wide open in a hearty laugh. The orangutan has brown fur and its eyes are squinted. The background is a blurred green forest.

48

# RETHINK YOUR THINKING

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Have yourself a  
GOOD LAUGH.



A woman with dark hair tied back is running away from the camera on a stone path. She is wearing a pink tank top, black leggings, and colorful running shoes. The path is made of irregular stones and is surrounded by lush green trees and foliage. The lighting is warm, suggesting a sunrise or sunset. In the top left corner, there is a black circle containing the number 49.

49

# RETHINK YOUR THINKING

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Your brain needs  
exercise to be at  
its best.





50

# RETHINK YOUR THINKING

---

Every 30 minutes:

- Stand up
- Stretch
- Lift

51



# RETHINK YOUR THINKING

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Sleep is not a  
**LUXURY.**  
Get 7-8 hours.



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*The Practice of Law School*

**Lawyerist.com**

# RETHINK YOUR THINKING

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Never.  
Stop.  
Learning.



An aerial photograph of a blue sedan parked in a parking space on a weathered, reddish-brown concrete pier. The pier has white painted parking lines and several vertical metal posts. To the left, the dark blue water of a harbor or bay is visible. The scene is captured from a high angle, showing the car's shadow on the ground.

53

# RETHINK YOUR THINKING

---

Find time to meditate.

- 5 minutes.
- Notice thoughts.
- Be gentle.



54

# RETHINK YOUR THINKING

---

Try these apps.

- Headspace
- Calm
- Meditation Oasis





55

**AND  
FINALLY**

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Have  
**FUN!**



# RESOURCES

*The Knowing-Doing Gap: How Smart Companies Turn Knowledge Into Action*, Sutton, Robert I. and Pfeffer, Jeffrey (1999).

*The 7 Habits of Highly Successful People*, Covey, Stephen R. (1990).

*A Factory of One: Applying Lean Principles to Banish Waste and Improve Your Personal Performance*, Markovitz, Daniel (2012).

*Goals! How to Get Everything You Want – Faster Than You Ever Thought Possible*, Tracy, Brian (2010).

*Brain Rules: 12 Principles for Surviving and Thriving at Work, Home and School*, Medina, John (2008).

*The Myth of Multitasking: How “Doing it All” Gets Nothing Done*, Crenshaw, Dave (2008).

*Getting Things Done: The Art of Stress-Free Productivity*, Allen, David (2002).

*The Checklist Manifesto*, Gawande, Atul (2008).

# START DOING. NOW.

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*Made to Stick: Why Some Ideas Survive and Others Die*, Heath, Chip, and Heath, Dan (2007).

*5 Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People*, Chapman, Gary and White, Paul (2010).

*Eat That Frog: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*, Tracy, Brian (2007).

*Your Brain at Work: Strategies for Overcoming Distraction, Regaining Focus, and Working Smarter All Day Long*, Rock, David (2009).



# Questions?

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