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
The Big Picture

Get to know YOU.

Self-awareness is the starting point for positive change.
THE BIG PICTURE

Understand that you cannot manage time. You can only manage YOU.
THE BIG PICTURE

Understand the difference between KNOWING & DOING.
THE BIG PICTURE

IMPORTANT vs. Not Urgent

MANAGE YOU!

DO IT NOW
DO IT LATER
DELEGATE IT
AVOID IT

Urgent

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

- Goethe

THE BIG PICTURE

Learn to say

“"No."”
THE BIG PICTURE

Take 30 minutes to plan your week.

- Marketing
- Substantive work
- Administration
Take 10 minutes at the end of your day to plan the next day.
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?
Learn to manage interruptions and distractions.

Squirrels are not your friends.
FOCUS
YOUR FOCUS

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

Listen to music.
Use white noise.
Try ear plugs.
Focus your focus

Use Power Hours.
Take control of your calendar.
Plan your work.
FOCUS YOUR FOCUS

Chunk it down.

Even 10 minutes of focused energy can make a difference.
Focus your focus

Put an end to “Lurk & Blurt.”

Ask your team to batch questions.
FOCUS YOUR FOCUS

Huddle!
Stand-up meetings. Keep them short. 10 minutes max.
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.
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.
FOCUS YOUR FOCUS
Do ONE thing at a TIME.
FOCUS YOUR FOCUS

If it will take less than 2 minutes:

DO IT!
FOCUS YOUR FOCUS

- DO it
- DEFER it
- DELEGATE it
- DITCH it
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FOCUS
YOUR FOCUS

GET INTO TOLERANT!
Eliminate tolerations.

- Messy car
- Scratched wall
- Overdue doctor visit

wash ME!
FOCUS YOUR FOCUS

Get ready for vacation.
OPTIMIZE
YOUR SPACE
OPTIMIZE
YOUR SPACE
No piles of files. Leave it tidy.
OPTIMIZE
YOUR SPACE

Get comfortable. Think ergonomic.
OPTIMIZE YOUR SPACE

Two monitors for EVERYONE!
OPTIMIZE YOUR SPACE
Get and stay ORGANIZED.
OPTIMIZE
YOUR KNOWLEDGE
OPTIMIZE
YOUR KNOWLEDGE

Stop WASTING TIME looking for information.

Worldox
NetDocuments
iManage
ProLaw
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

Checklists.
Checklists.
Checklists.

FLIGHT CHECK LIST
CLIENTS

CHOOSE WISELY
CLIENTS
CHOOSE WISELY

Remember the Pareto Principle.

Fire a few.
CLIENTS
CHOOSE WISELY

Your A & B clients are priceless.
Focus on getting more of them.
CLIENTS
THINK TEAM
CLIENTS

THINK TEAM

Use a designated hitter.

Be proactive.
Clients

Delegate EFFECTIVELY.

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Specific
Measurable
Accountable
Realistic
Time-Lined

THINK TEAM
CLIENTS
THINK TEAM

BEWARE!
The Curse of Knowledge.
APPRECIATE YOUR TEAM
Next to physical survival, the greatest need of a human being is to be understood, affirmed and appreciated.
- Stephen R. Covey

APPRECIATE YOUR TEAM

Be genuine.
Be authentic.
Be specific.
APPRECIATE YOUR TEAM 79%
APPRECIATE YOUR TEAM
Create a CULTURE of APPRECIATION.
APPRECIATE YOUR TEAM

Check your ATTITUDE at the door.
APPRECIATE YOUR TEAM

UPDATE YOUR TECH

Do a tech audit.
- Computer
- Phone
- Tablet
- Printer
- Scanner
UPDATE YOUR TECH

LEVERAGE THE CLOUD
• Case management
• Productivity
• Collaboration
UPDATE YOUR TECH

Try Evernote.
Remember EVERYTHING.
UPDATE
YOUR TECH

Find the apps that work for YOU.
Eat that FROG.
We are at our best when we are in a POSITIVE STATE OF MIND.
RETHINK YOUR THINKING

Have yourself a GOOD LAUGH.
Your brain needs exercise to be at its best.
Every 30 minutes:

- Stand up
- Stretch
- Lift
Sleep is not a LUXURY.
Get 7-8 hours.

RETHINK YOUR THINKING
Rethink Your Thinking

Never.
Stop.
Learning.
RETHINK YOUR THINKING

Find time to meditate.
• 5 minutes.
• Notice thoughts.
• Be gentle.
Try these apps.

- Headspace
- Calm
- Meditation Oasis
AND FINALLY

Have FUN!
RESOURCES


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


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


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