55 WAYS to Increase Your Productivity and 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.
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!

DELEGATE IT

AVOID IT

DO IT NOW

DO IT LATER
5

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
THE BIG PICTURE

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?
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
FOCUS YOUR FOCUS

GET INTOLENTANT!
Eliminate tolerations.

- Messy car
- Scratched wall
- Overdue doctor visit
FOCUS YOUR FOCUS

Get ready for vacation.
OPTIMIZE
YOUR SPACE
OPTIMIZE YOUR SPACE

No piles of files. Leave it tidy.
Get comfortable. Think ergonomic.

OPTIMIZE
YOUR SPACE
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.
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

Use a designated hitter.

Be proactive.
Specific
Measurable
Accountable
Realistic
Time-Lined

CLIENTS
THINK TEAM
Delegate EFFECTIVELY.
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

Listen.
No multi-tasking.
Just listen.
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.
RETHINK YOUR THINKING
RETHINK YOUR THINKING

Eat that FROG.
We are at our best when we are in a POSITIVE STATE OF MIND.

RETHINK YOUR THINKING
RETHINK YOUR THINKING

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

- Stand up
- Stretch
- Lift

RETHINK YOUR THINKING
Sleep is not a LUXURY.
Get 7-8 hours.
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RETHINK YOUR THINKING

Never.
Stop.
Learning.
Find time to meditate.

- 5 minutes.
- Notice thoughts.
- Be gentle.
Try these apps.

• Headspace
• Calm
• Meditation Oasis
AND
FINALLY
Have
FUN!
RESOURCES


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


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


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**START DOING. NOW.**


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


Questions?
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