

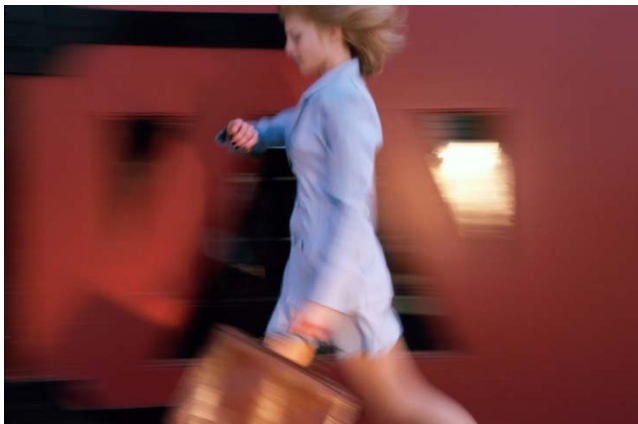
# **48 Ways to Increase Your Productivity, Decrease Your Stress, and Get More Done in Less Time**



**Presented by  
Nora Riva Bergman  
Practice Advisor, Atticus**

# 1 The Big Picture

**Understand that you cannot manage time, you can only manage yourself.**



# 2 The Big Picture

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- **Be aware of bad habits.  
Get rid of them.**
- **Up to 90% of our behavior  
is based on our habits.**

# 3 The Big Picture

- **Install new habits.**
- **It typically takes about 21 days to install a new habit.**

***We are what we repeatedly do.  
Excellence, therefore, is not an  
act, but a habit.  
- Aristotle***

# 4 The Big Picture

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**Take 30 minutes to plan your week.**

- **Reconnect to your mission and block time for your goals.**
- **ROI = 4-1.**

# 5 The Big Picture

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

- **Know your CI for the next day.**



# 6 It's all about focus

**What is the most important question you can ask yourself?**

***“Is what I’m doing the highest and best use of my time right now?”***



# **7 It's all about focus**

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**Learn to manage interruptions.**

**If you cannot manage your interruptions you will never be able to focus on anything.**

# 8 It's all about focus

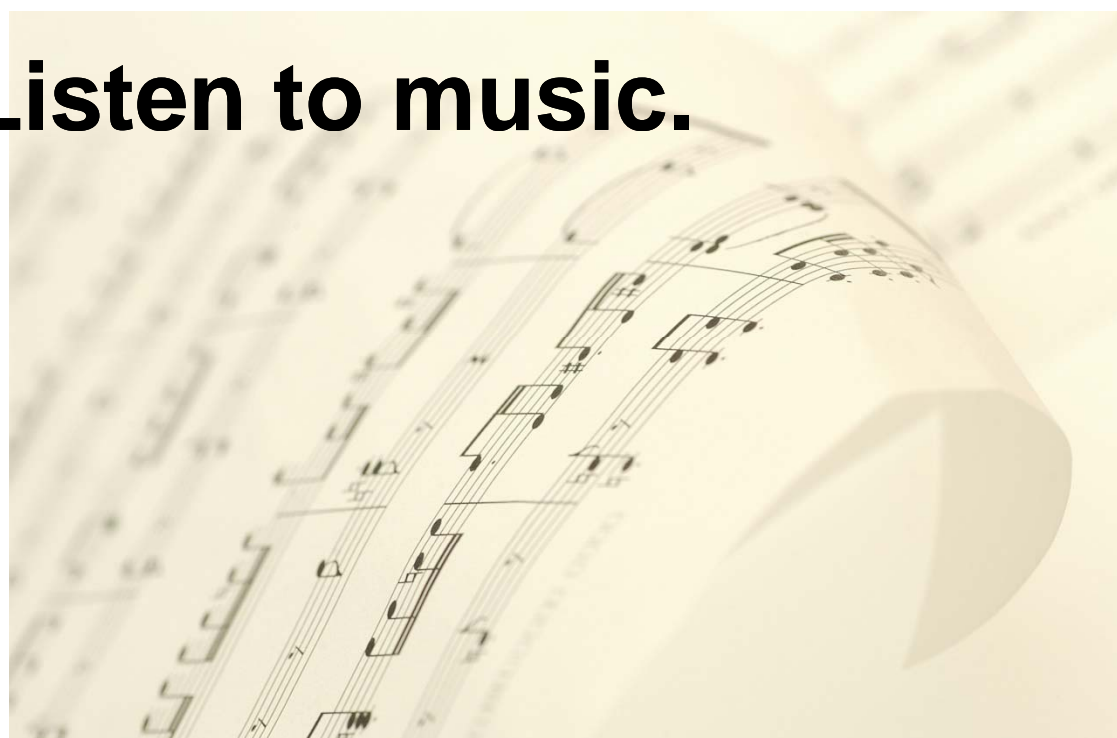
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**Stop interrupting yourself!**

- **Close your door.**
- **Create visual cues.**
- **Give your team permission to help you!**

# 9 It's all about focus

**Listen to music.**



# 10 It's all about focus

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**Put an end to “Lurk & Blurt!”**

- **Ask your team to batch their questions.**
- **Batching is a great teaching tool.**

# 11 It's all about focus

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**Huddle, baby, huddle.**

- **Stand-up meetings.**
- **15 minutes before lunch and 15 minutes at the end of the day.**

# 12 It's all about focus

**Create a Power Hour for yourself.**

- The more you *think* you can control your calendar, the more you will try to control it and the more you *will* control it.
- Similar tasks can be done up to 4 times faster.

# 13 It's all about focus

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**Chunk it down.**

- **15 to 30 minutes of focus are better than none.**
- **Even 5 to 10 minutes of focus can make a difference.**

# 14 It's all about focus

**Get ready for vacation.**



# 15

## Don't let clients run your life

Fire a few clients.

Remember: The 80/20 Rule!

A & B



TIME

C & D



INCOME

# 16

## Don't let clients run your life

**Focus on your best clients.**

- **Treasure your A&B clients.**
- **Focus on getting more of them!**

# 17

## Don't let clients run your life

**Hold those calls!**



**Set aside time to return calls.**

# 18

## Don't let clients run your life

### Use a “Designated Hitter” and “Pre-emptive Strikes.”

- A “DH” is your right-hand person, introduced during the initial consultation.
- A pre-emptive strike is a call to your client **BEFORE** your client calls you.

# 19

## Don't let email run your life

**Keep your inbox close to empty.**

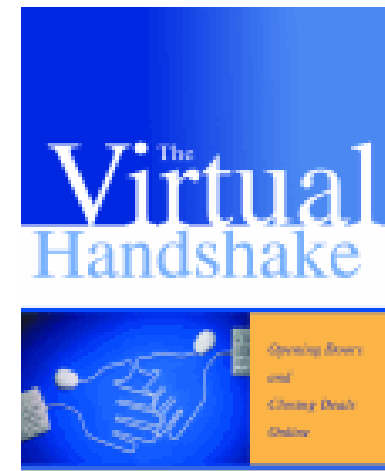
- **Set aside time to review & respond.**
- **Move email to the appropriate folder as soon as you have read it.**

# 20

## Don't let email run your life

**Create folders that work *for you*.**

- Deadlines
- ASAP
- Delegated
- Clients
  - Folder for each client
  - Subfolders
- Archive
- Reference

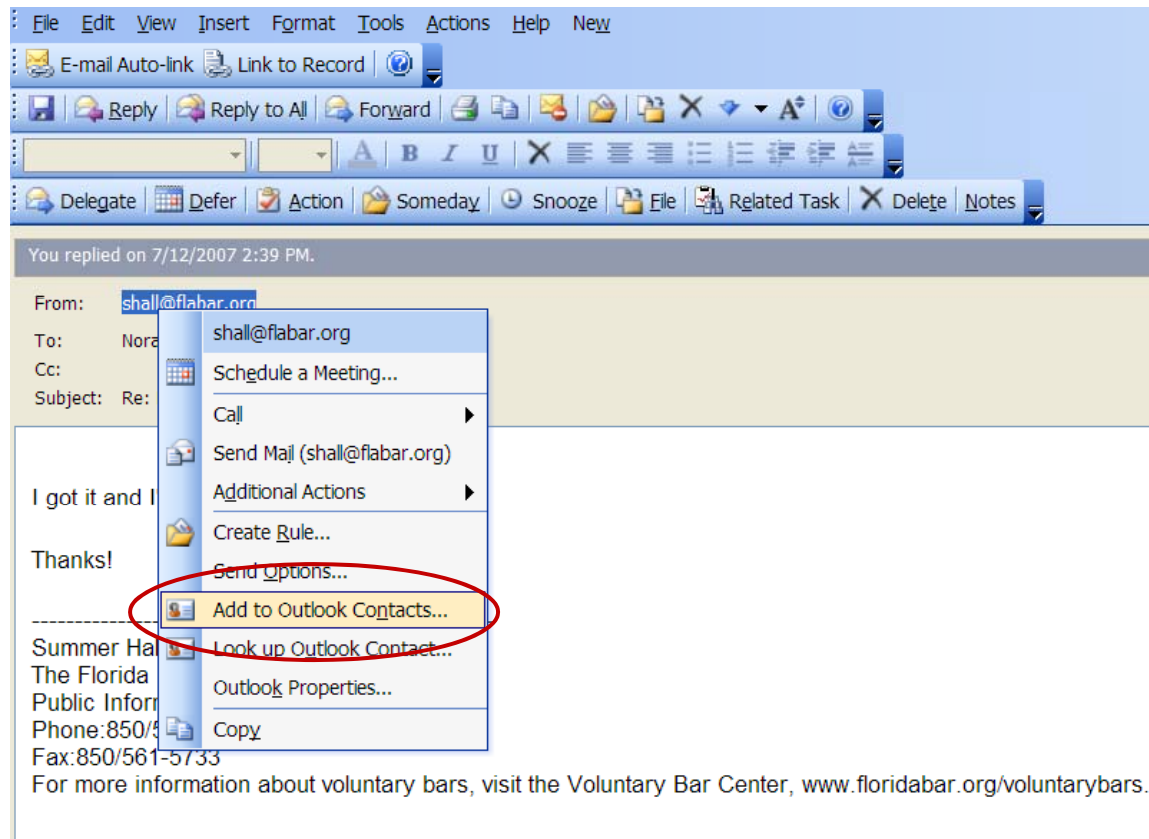


DAVID TETEN and SCOTT ALLEN

# 21

# Don't let email run your life

## Right-click to add contacts.

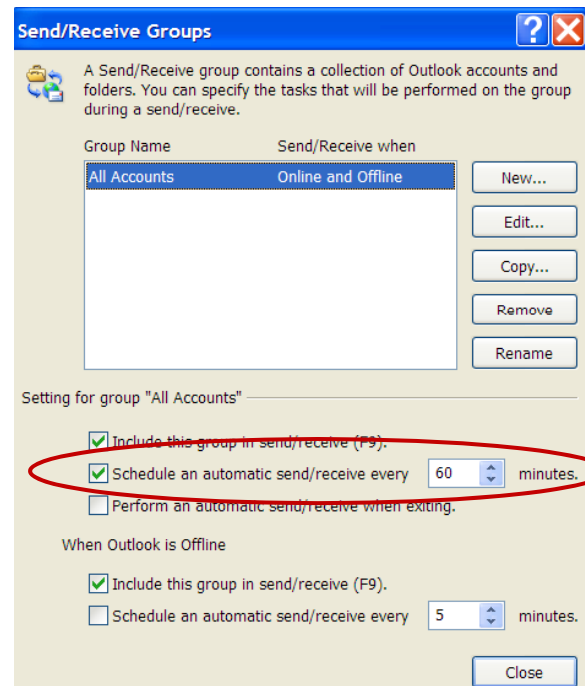
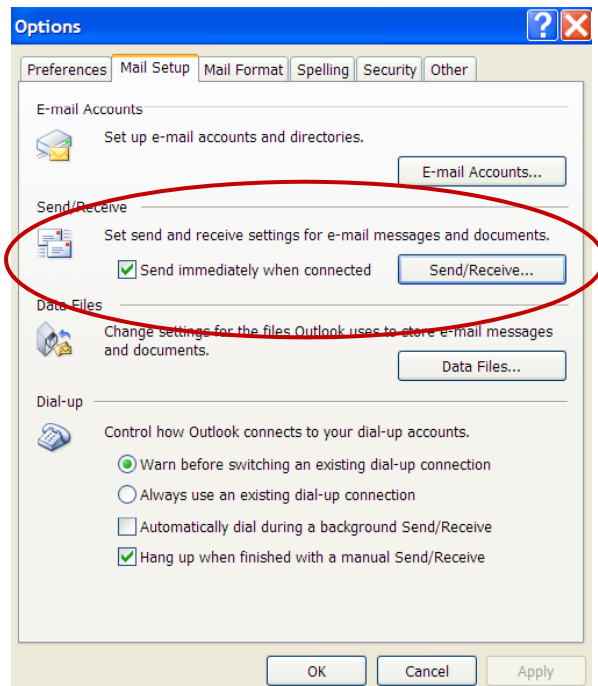


# 22

# Don't let email run your life

If you're not on an Exchange server your email to "send/receive" only every 60 minutes.

- Click on Tools, then Options

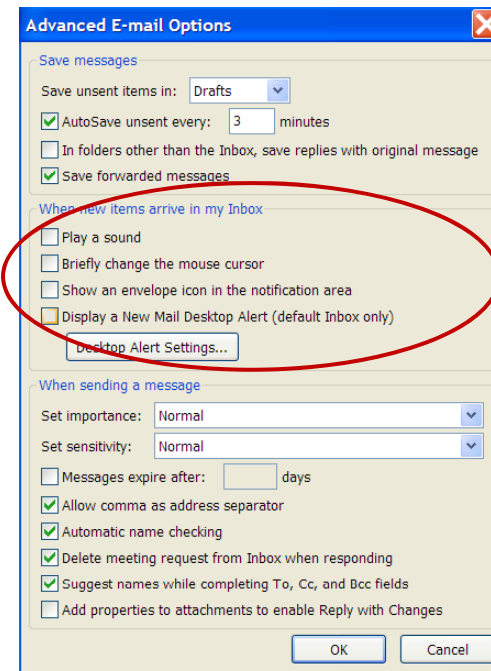
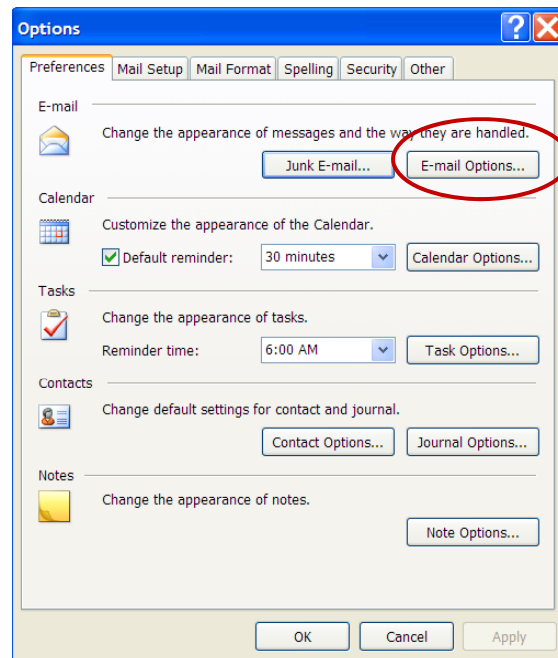


# 23

# Don't let email run your life

## Turn off email alarms & notices.

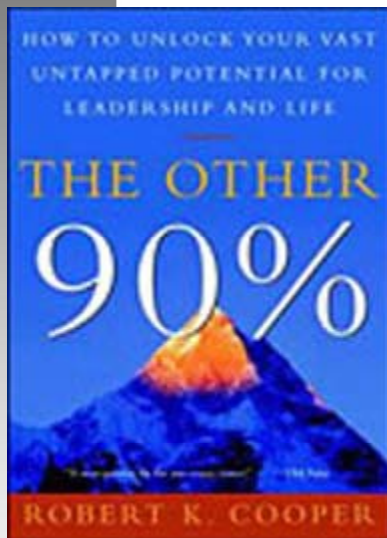
- Click on Tools, then Options



# 24

## Gimme a break!

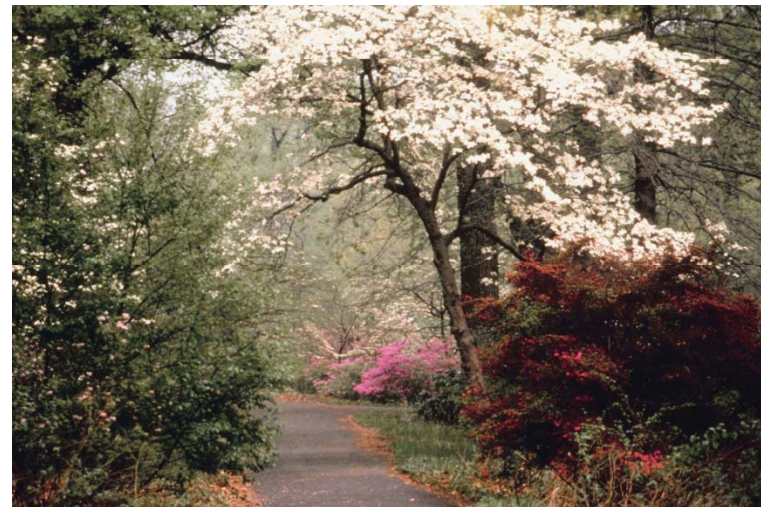
Take “Strategic Pauses.”



- **No more than 30 seconds.**
- **Every 30 minutes or 60 minutes at the most.**

# 25 Gimme a break!

**Take a walk.**



# 26

## Software & the web

Get and use case management software.

- Credenza
- Amicus Attorney
- Clio or Rocket Matter
- Needles
- Client Profiles

# 27

# Software & the web

## Google™ Apps Communication and collaboration apps

[Learn more](#) about the applications available through Google Apps.



### Gmail

Email with up to 25 GB of storage per custom email address, mail search tools and integrated chat.



### Google Docs

Create, share and collaborate on documents in real-time.



### Google Calendar

Coordinate meetings and company events with sharable calendars.



### Google Sites

One-stop sharing for team information.



### Google Talk

Free text and voice calling around the world.



### Security and compliance

Set email policies and recover deleted messages.

# 28

## Software & the web

### Check out Adobe Acrobat 9

- **Flash**
- **Forms Creation**
- **Redaction**
- **Bates numbering**
- **Shared review**



# 29

## Software & the web

**Bring your dictation into the 21<sup>st</sup> Century.**

- **Dragon Naturally Speaking**
- **[www.speak-write.com](http://www.speak-write.com)**

# 30

## Software & the web

**Know where you're going.**



- **Google Maps now offers mobile maps, traffic conditions, and directions.**

# 31

## Software & the web

**Get *and use* anti-spyware software!**

- **Malwarebytes**
- **Avast!**
- **Microsoft Anti-spyware**

# 32

# Software & the web

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**Get Google Desktop.**



# 33

## Software & the web

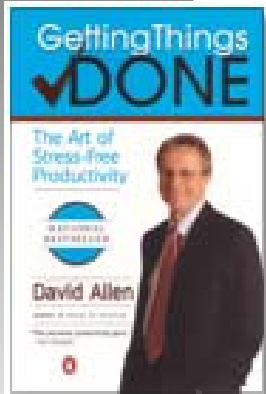
### Skype



- **Calls and video conferences from your computer for free.**

# 34 Anything David Allen

**Know your “Next Action.”**



- **Clarity**
- **Accountability**
- **Productivity**

# 35 Anything David Allen

**Apply Allen's "2 Minute Rule."**

- **If it will take less than 2 minutes, do it right away.**
- **If not, defer it or delegate it.**

# 36

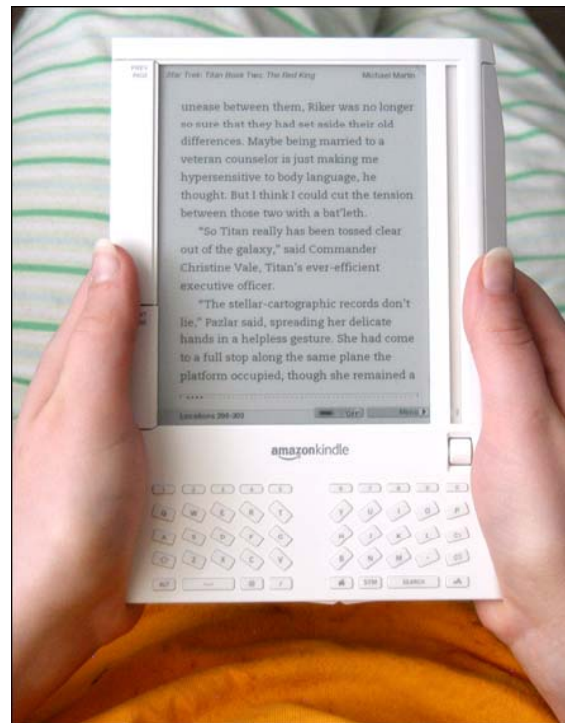
# Anything David Allen

**Use SMART rules for delegation.**

- **Specific**
- **Measurable**
- **Accountable**
- **Realistic**
- **Timelined**

# 37 Anything David Allen

Take your reading with you.



Get a Kindle or an iPad.

# 38

# Anything David Allen

**Organize “to do” lists by context.**

- **Phone calls**
- **Emails**
- **Papers to be signed**

# 39

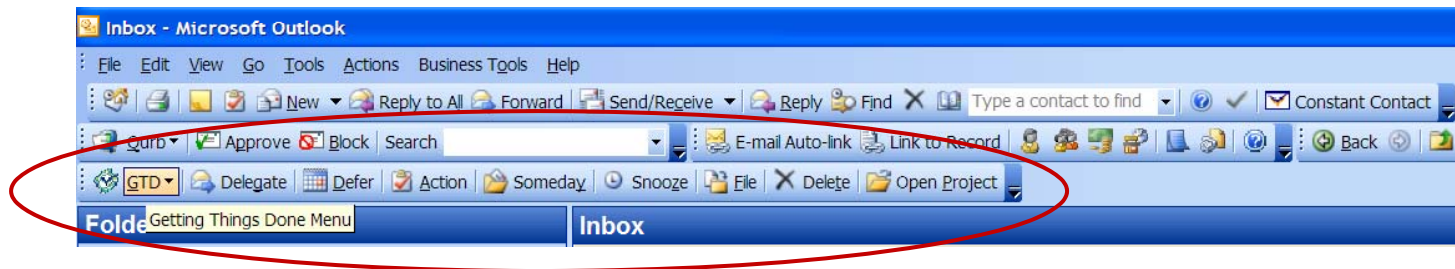
# Anything David Allen

## Use 43 Folders.

- For the techies and non-techies among us.
- 1 folder for each day in the month;  
1 folder for each month in the year = 43
- The system has even spawned a blog:  
[www.43folders.com](http://www.43folders.com)

# 40 Anything David Allen

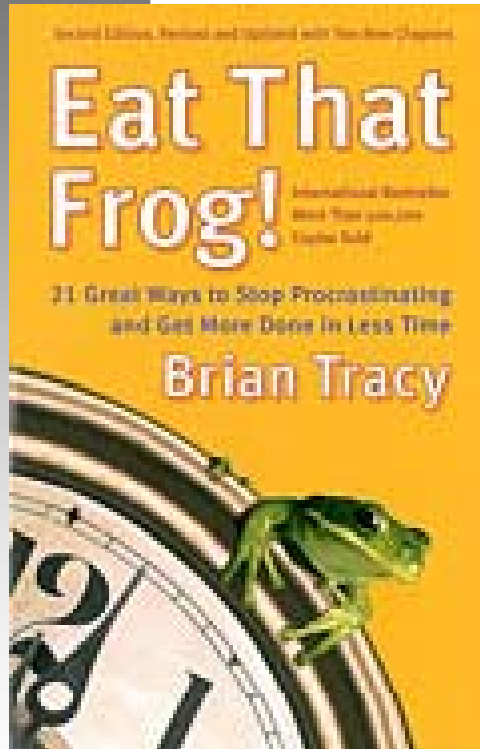
**Try the GTD add-in for  
Outlook 2003, 2007 & Vista.**



**It will help get your  
Inbox organized –  
PRONTO.**

# 41 Crank it up!

## Eat That Frog!



**Your “Frog” is the thing you are most likely to procrastinate on.**

# 42

## Crank it up!

**Get a good digital recorder.**

- **Sony ICD SX68DR9 or other recorder compatible with Dragon Naturally Speaking.**
- **See # 29.**

# 43 Crank it up!

**Use your car as your classroom.**

- **Listen to audio CLE**
- **Fiction**
- **Business, self-improvement**
- **[www.audible.com](http://www.audible.com)**

# 44

## Crank it up!

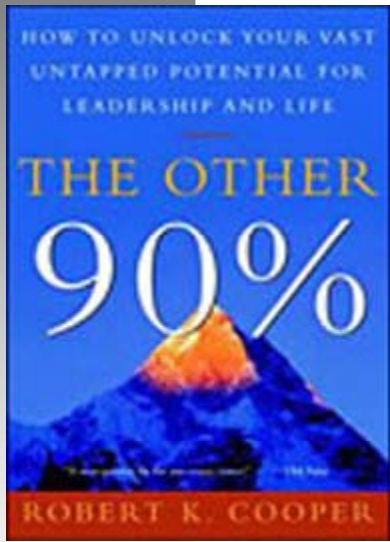
**Get intolerant!  
Eliminate your tolerations.**

**What is a toleration?**

- Messy desk, office
- Dented fender
- Scratched wall
- Broken stapler
- Overdue dentist/doctor visit
- Out-of-control junk drawer
- Broken wheel on your chair

# 45 Crank it up!

## Take “Essential Breaks.”



- Only 2-3 minutes
- Deepen and relax your breathing
- Change your view; catch some light
- Re-balance your posture
- Sip ice water
- Enjoy a moment of humor
- Add some inspiration
- Eat smart: mid-morning & mid-afternoon

# 46 Crank it up!

**Take 15 minutes for yourself  
at the end of the day.**



# 47

## Crank it up!

**Learn to say “No.”**

***Once you have a burning  
“yes” inside you about  
what’s truly important, it’s  
very easy to say “no” to the  
unimportant.***

***- Stephen Covey***

# 48

## And finally . . .

**Have fun!**

**“People rarely succeed unless they have fun in what they are doing.”**

**- Dale Carnegie**

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