

Making Minutes!®

Productivity & Optimal Living
Resources



Mindful Minutes

1. Is this the best use of my time right now?
2. Is this the right time to do this?
3. Is there a better way to do this?
4. Is this the best way to communicate this?
5. Am I the right person to do this?
6. Is this the best way for me to think?



MakingMinutes![®]

PRODUCTIVITY, LIFE BALANCE, MINDFULNESS AND MORE

A Simple Meditation Guide

Meditation is a powerful practice that is good for both your brain and body. Studies show that even ten minutes a day can have a significant positive impact on your health, happiness, and well-being. (Source: FitBrains)

Pick a general time

Meditating is a great way to start off your day. But if you are too rushed in the morning, any time that's convenient is fine. Just try to pick a time that you can do daily so it becomes easier to make it a habit.

Find a quiet spot

It can be at your desk, on a couch, in your bed, on a park bench, or even while waiting in line.

Get into a comfortable position

Either sit or lie down. Don't slouch. The Savasan (a.k.a. "dead corpse") pose in yoga is a great one: Lie down with your palms facing up.

Keep your eyes open and soft

Focus your eyes on one spot and soften your eyes. If you have trouble concentrating, try shutting your eyes.

Focus on your breathing

Clear your mind. Follow the natural flow of your breath from your nose to your lungs. Notice how your chest, rib cage, and belly ebb and flow with each breath. If you start getting distracted, gently re-focus back on your breath. If you still can't focus, then count to five while focusing on your breath.

Do this for 5-10 minutes daily to start

Once you master meditating for a few minutes, increase the number of minutes the next week. Congratulations! You're on your way to mastering your inner yogi.

28 Best Practices for Presenting Virtually and In-Person

1. Keep your slides simple! Use a build to bring your points in one by one.
2. Always use a headset and avoid talking over a speaker or cell phone.
3. Be sure to ask your audience up front if they can hear you okay.
4. Focus entirely on what is most important to your audience.
5. Use the annotation tools often and mix it up.
6. Tell stories to support your points.
7. Add photos to support your points.
8. Have an agenda and follow it throughout the entire meeting.
9. Speak with enthusiasm. And smile. It will always come through.
10. Make the most of your voice. Speak with volume, clarity and articulation.
11. Interact often! Ask questions, field questions, take polls, and have conversation.
12. Address individuals by their first name at least once or twice each if possible.
13. Have a second computer logged into your meeting so you can see what they see.
14. Start your meeting and load your documents at least 30-60 minutes in advance.
15. Rehearse and do a dry run ahead of time with someone else or your second computer.
16. Include photos of yourself, any other presenters, and your audience if appropriate.
17. Have a clear structure for your presentation. A beginning, middle, and end.
18. Begin your presentation with a “Grabber Opening” to capture attention.
19. Add some “Hollywood” to your presentation. Stories, photos, video, graphics, and more.
20. Limit your presentation to 30-60 minutes if possible, unless it’s a training program.
21. Eliminate background distractions, such as kids, dogs and dishes.
22. Stand and deliver when you have the opportunity – this frees up your energy.
23. Take great care of your voice – avoid dairy, smoking, caffeine and alcohol beforehand.
24. Give incentives to stick around until the end of your presentation.
25. Have a co-host or a moderator when possible to make it more entertaining.
26. Practice presenting as much as possible. It will take practice to get great.
27. Print your notes, but work from an outline ideally. Memorize your opening and close.
28. Know your platform REALLY well!



Best Practices for Effective Meetings

Leader Responsibilities and Best Practices

1. The leader is 100% responsible for the entire success of the meeting.
2. The leader should have a clear reason for the meeting, otherwise don't it.
3. Invite only necessary people for the meeting, assign roles.
4. Always have an agenda with time frames, ideally send in advance.
5. Have a clear objective and state it during your meeting.
6. Set specific action items for appropriate people, with time frames.
7. Use a "Parking Lot" to keep meeting from going off track.
8. Designate someone to take notes and log action items.
9. Have a time keeper to make sure presenters stay on time.
10. Start on time.
11. Schedule shorter meetings if possible (30-50 minutes instead of an hour).
12. Come prepared with handouts and any other necessary materials.
13. Send meeting notes and any other relevant documents following meeting.

Participant Responsibilities and Best Practices

1. It's okay to decline a meeting if you have a legitimate reason.
2. Ask for a meeting agenda if one isn't provided.
3. Ask for the meeting objective if one isn't provided.
4. It's okay to say, "I have a hard stop at such and such a time."
5. Respond yes or no to the meeting request.
6. Show up on time—or early, if possible.
7. Request meeting notes as a follow-up.
8. Is it okay to leave the meeting early if your role is complete?
9. Is it okay to work on your laptop during the meeting?

Email Best Practices for Individuals

Cleaning your Inbox to Near-Zero

1. Schedule blocks of time to clear your inbox. Remember, it takes minutes to make minutes!
2. Start by deleting junk and lower priorities. A great way to do this is to sort by "from" and then "subject." That way you can delete chunks at a time.
3. If it takes 2 minutes or less to respond, do it then. Avoid reading more than once.
4. Prioritize, categorize, and file the rest for later action. Using ABCD folders is useful. Or begin diving in then if you have the time.
5. Create a system that works for you. The goal is to have ongoing maintenance be as simple as possible.

Ongoing Maintenance to Maintain Near-Zero Inbox

1. Do quick scans as needed throughout the day for urgent/important emails. We want to avoid actually reading the emails until we process them.
2. Schedule blocks of time to process and respond to emails.
3. Send fewer emails. Practice Mindful Minutes: Is this the best way to communicate this?
4. Turn off notifications that interrupt or distract you regularly.
5. Prioritize and categorize for later action. Using ABCD folders is effective.
6. Short and to the point. Use bullet points if necessary.
7. Delete the string. You only need to keep the most recent email. The rest can be deleted. Remember, if you change the topic in the email, you'll also need to change the subject line.
8. Create templates for emails that have the same content and are sent frequently.
9. Unsubscribe or block unwanted emails. Blocked emails go straight to "junk."
10. Create rules for emails you receive regularly and may want to reference at some point, but aren't important enough to look at. Newsletters are a great example.

Remember, it takes minutes to make minutes!

Investing the time in creating a solid, streamlined email process can save you up to weeks a year and provide enormous peace of mind.

Time Management Quotes

If your mind is empty, it is always ready for anything; it is open to everything.

Shunryu Suzuki

The ancestor of every action is a thought.

Ralph Waldo Emerson

Rule your mind or it will rule you.

Horace

The beginning is half of every action.

Greek proverb

It does not take much strength to do things, but it requires a great deal of strength to decide what to do.

Elbert Hubbard

Everything should be made as simple as possible, but not simple.

Albert Einstein

You've got to think about the big things while you're doing the small things, so that all the small things go in the right direction.

Alvin Toffler

Don't just do something, stand there!

Rochelle Myer

Imagination is more important than knowledge.

Albert Einstein

I always wanted to be somebody. I should have been more specific.

Lily Tomlin

It is easier to act yourself into a better way of feeling than to feel yourself into a way of action.

O. H. Mowrer

Those who make the worst use of their time are the first to complain of its shortness.

Jean de La Bruysre

What lies in our power to do, lies in our power not to do.

Aristotle

The best place to succeed is where you are with what you have.

Charles Schwab

Let our advance worrying become advance thinking and planning.

Winston Churchill

The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one.

Mark Twain

No matter how big and tough a problem may be, get rid of confusion by taking one little step toward solution. Do something.

George F. Nordenholt

There are risks and costs to a program of action, but they are far less than the long-range risks and costs of comfortable inaction.

John F. Kennedy

People are always blaming their circumstances for what they are. I don't believe in circumstances. The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can't find them, make them.

George Bernard Shaw

There is one quality that one must possess to win, and that is definiteness of purpose, the knowledge of what one wants and a burning desire to achieve it.

Napoleon Hill

When every physical and mental resource is focused, one's power to solve a problem multiplies tremendously.

Norman Vincent Peale

The only certain means of success is to render more and better service than is expected of you, no matter what your task may be.

Og Mandino

The first requisite for success is to apply your physical and mental energies to one problem incessantly without growing weary.

Thomas Edison

Make time for getting big tasks done every day. Plan your daily workload in advance. Single out the relatively few small jobs that absolutely must be done immediately in the morning. Then go directly to the big tasks and pursue them to completion.

Boardroom Reports

Nothing can add more power to your life than concentrating all of your energies on a limited set of targets.

Nido Qubein

Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists in the elimination of nonessentials.

Lin Yutang

It's possible to own too much. A man with one watch knows what time it is; a man with two watches is never quite sure.

Lee Segall

Opportunity is missed by most people because it is dressed in overalls and looks like work.

Thomas Edison

Before everything else, getting ready is the key to success.

Henry Ford

Millions long for immortality who do not know what to do with themselves on a rainy Sunday afternoon.

Susan Ertz

The greatest weapon against stress is our ability to choose one thought over another.

William James

If you find yourself in a hole, the first thing is to stop digging.

Will Rogers

Rule your mind or it will rule you.

Horace

The average man does not know what to do with his life, yet wants another one which will last forever.

Anatole France

The ancestor of every action is a thought.

Ralph Waldo Emerson

Progress is made by lazy men looking for easier ways to do things.

Robert Heinlein

I arise in the morning torn between a desire to improve (or save) the world and a desire to enjoy (or savor) the world. This makes it hard to plan the day.

E. B. White

The pessimist complains about the wind; the optimist expects it to change; the realist adjusts the sails.

William Arthur Ward

Life is what happens to you while you are making other plans.

John Lennon

For fast acting relief, try slowing down.

Lily Tomlin

A man who dares to waste one hour of time has not discovered the value of life.

Charles Darwin

What makes a river so restful to people is that it doesn't have any doubt—it is sure where it is going, and it doesn't want to go anywhere else.

Hal Boyle

Serenity Prayer: Grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

Reinhold Niebuhr

Nothing is so fatiguing as the eternal hanging on of an uncompleted task.

William James

Some Time Management Resources

The 7 Habits of Highly Successful People

Stephen Covey

The NOW Habit

Neil Fiore

The Portable Coach

Thomas J. Leonard

Time Management for Dummies

Jeffrey Mayer

University of Success

Og Mandino

The Art of Living

Epectitus

Eat That Frog!

Brian Tracy

*The 10 Natural Laws of Successful Time
and Life Management*

Hyrum W. Smith

Feel the Fear and Do It Anyway

Susan Jeffers, Ph.D.

Ready for Anything

David Allen

Getting Things Done

David Allen

Audible.com



MakingMinutes!®

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