

Free Up an Hour a Day!

Five Productivity and Optimal Living Strategies



Making Minutes!®

1

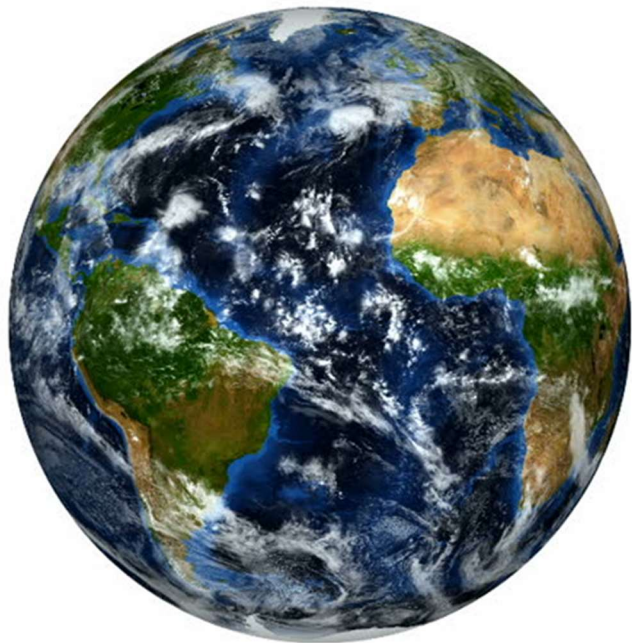
Overstressed,
overwhelmed, and
burned out

2

Happiness & Peace of Mind

3

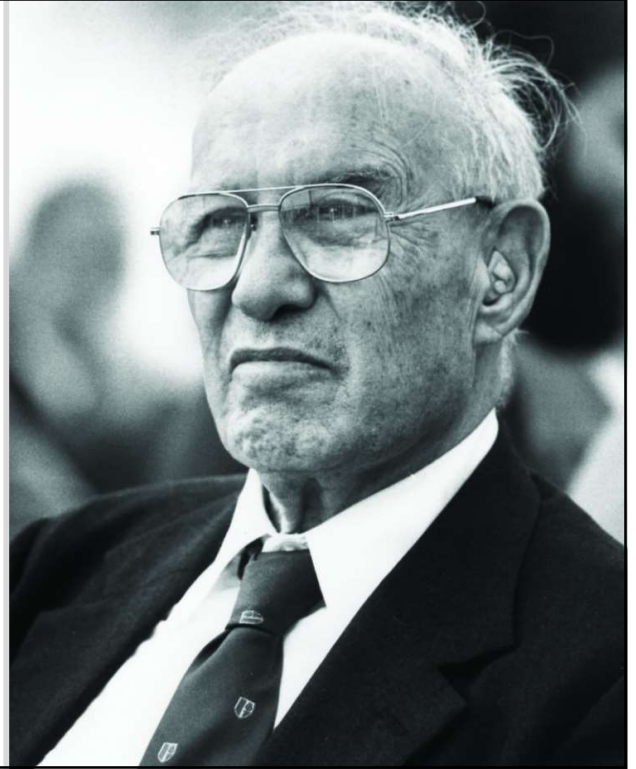
Why not
make the
most of our
minutes?



4

“It’s more important to
do the right things than
to do things right.”

– Peter Drucker



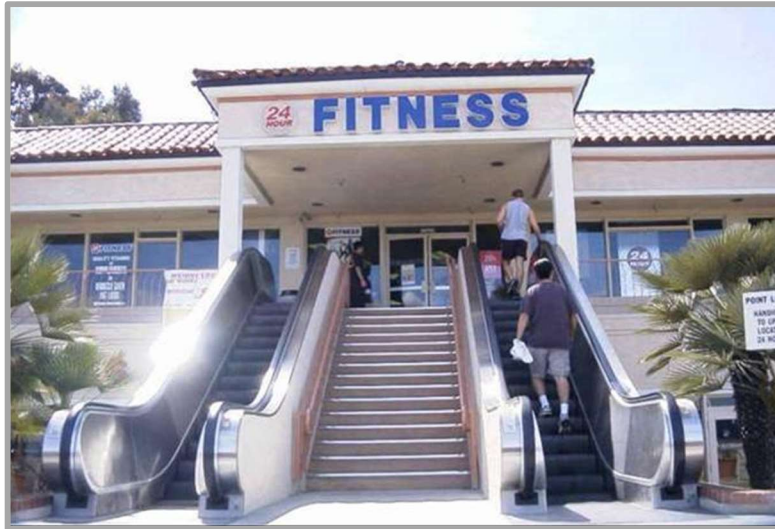
5

My Mom



6

Taking the Escalator



7

The Dating Game Show

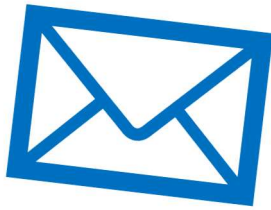


8

A Very Unusual Dance



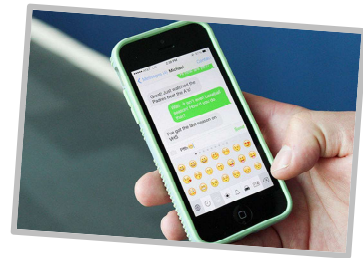
The Minutes Add Up



One Hour
a Day

=

6.25
Weeks



11

Mindful Minute #1



12

Making Minutes Clients

zoom

Google

fitbit.

hotwire™

cisco

Expedia®

Bell

Genentech

intuit.

13

98%

of our participants free up at
least one hour a day

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Objective

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Agenda

1. Mindful Life Design
2. Prioritizing
3. Eliminating Time Wasters
4. Productivity Strategies
5. Happiness & Peace of Mind

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1.

Mindful Life Design

17



18

What is Mindfulness?

19

“Consciously focusing your attention on something of your choice in the present moment.”

– Tom Drews

20

Why practice Mindfulness?

21

“Our mind wanders roughly

46.9%

of the time.”

— Dr. Shauna L. Shapiro

22

Where do they go?



23

“My mind wanders
off to the kitchen.”

– Who said it?



24

“We have roughly
60,000

thoughts during a typical a day.
80% are negative.”

— Dr. Shauna L. Shapiro

25

Neuroplasticity



26

Mindful Minute #2



27

“Perspective Shifting is a
Sport for The Mind”

– Tom

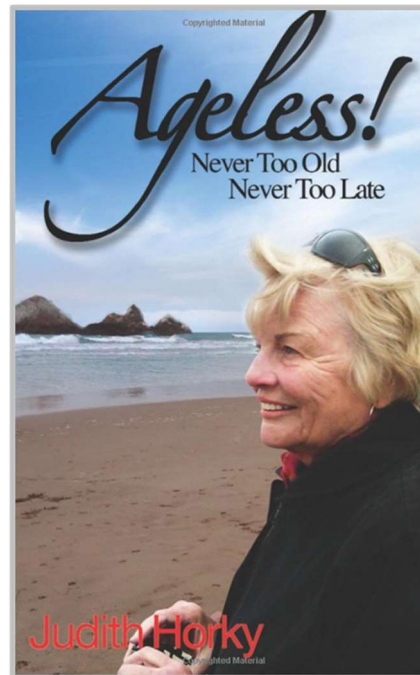
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Rose Colored Glasses



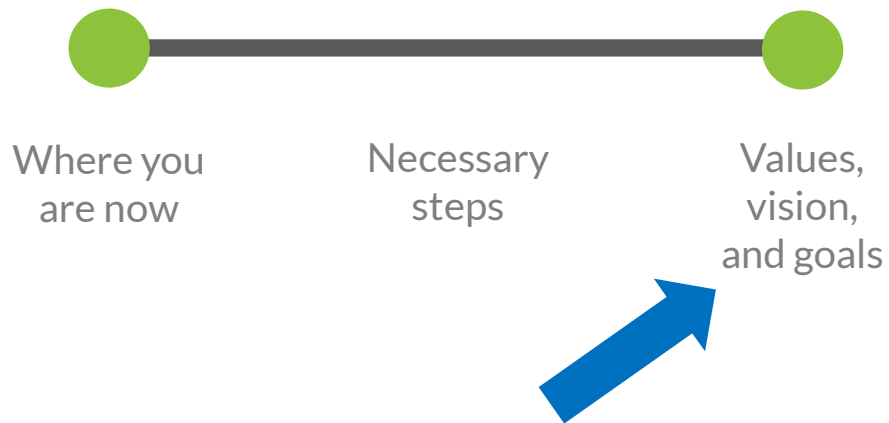
29

My mom is a
master
perspective
shifter



30

Start with the end in mind



31

What's important to you?

32



33



34



35



36



37

Life Balance

38

The Bucket Theory™



39

Life Bucket



40

Life Buckets

Page 1



Happiness



Environment



Spirituality



Intellect



Values



Health



Free Time



Personal Growth



Career



Money



Purpose



Leisure



Relationships



Family



Social

41

Exercise

Choose One Bucket

Write One Goal

Write 3-5 Action Items

42

Bucket Goal and Action Items

Page 2

Making Minutes!

Bucket 1	Bucket 2
Your Goal _____	Your Goal _____
_____	_____
_____	_____
_____	_____
_____	_____
Your time frame _____	Your time frame _____
Priority Actions	Priority Actions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

43

Choose one bucket and write 3-5 action items



Happiness



Environment



Spirituality



Intellect



Values



Health



Free Time



Personal Growth



Career



Money



Purpose



Leisure



Relationships



Family



Social

44

Exercise

Who would like to share?

45

accenture

A healthy life balance increases
productivity by

25% or more

46

Questions



47



2.

Prioritizing

48



49

Why have a system
in place?

50

Why Prioritize?

- Proactive vs. Reactive
- Focus on top priorities first
- Free up valuable time



51

Grow Your Business



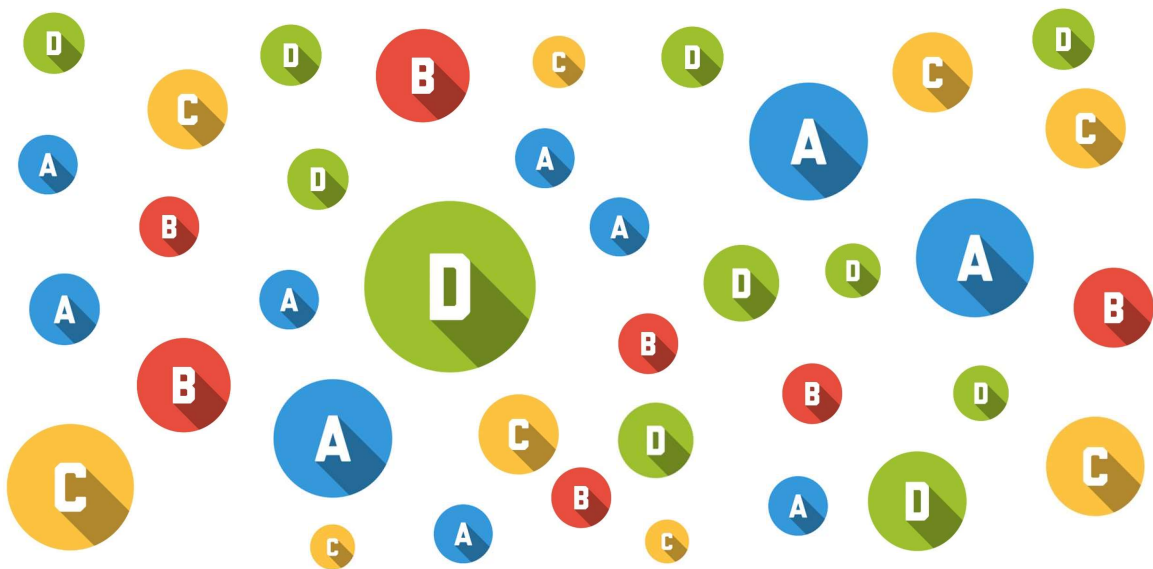
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A Simple Illustration

ABCD

53

Mixing our ABCs and Ds

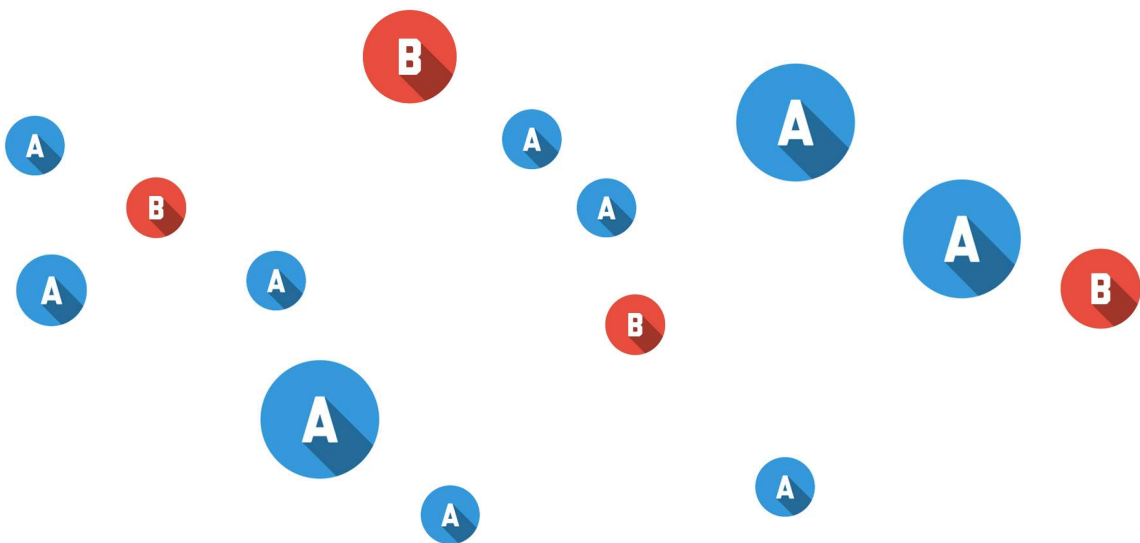


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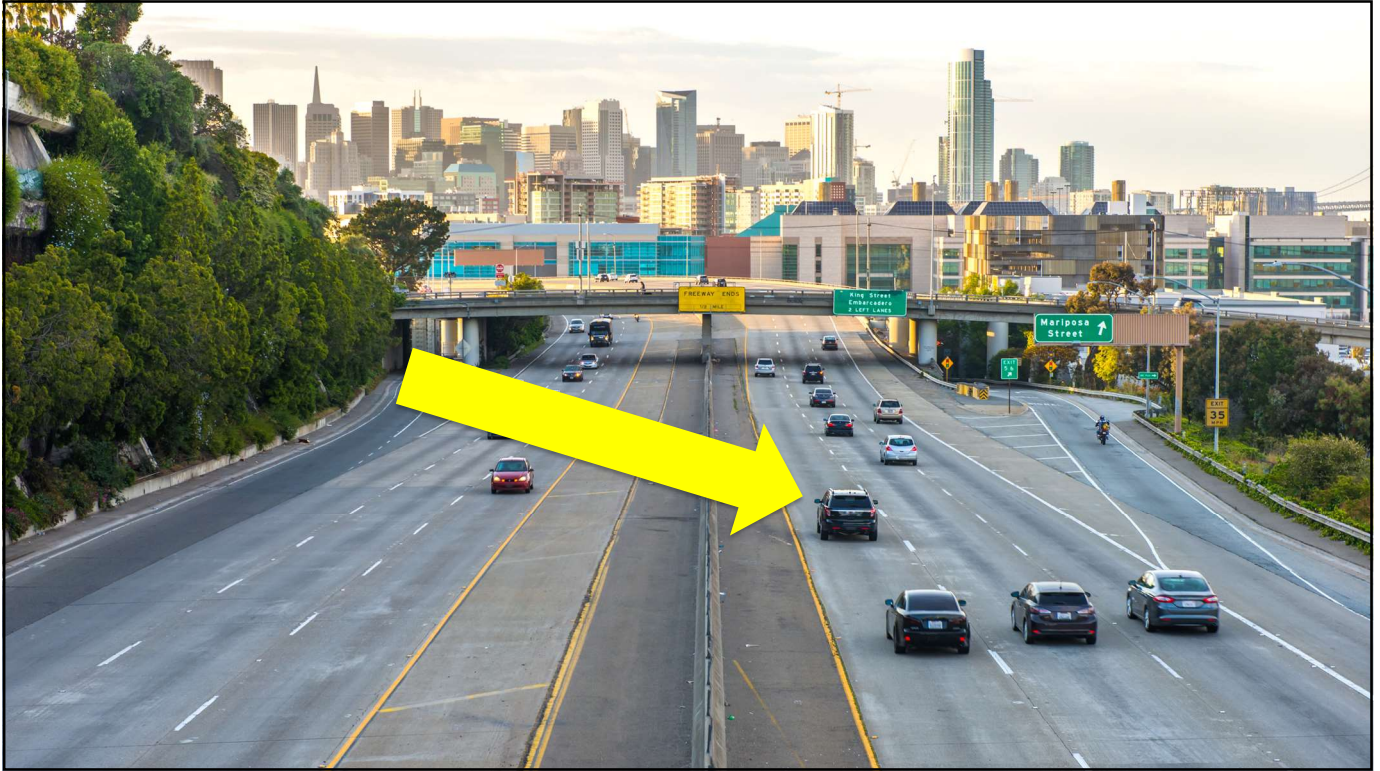


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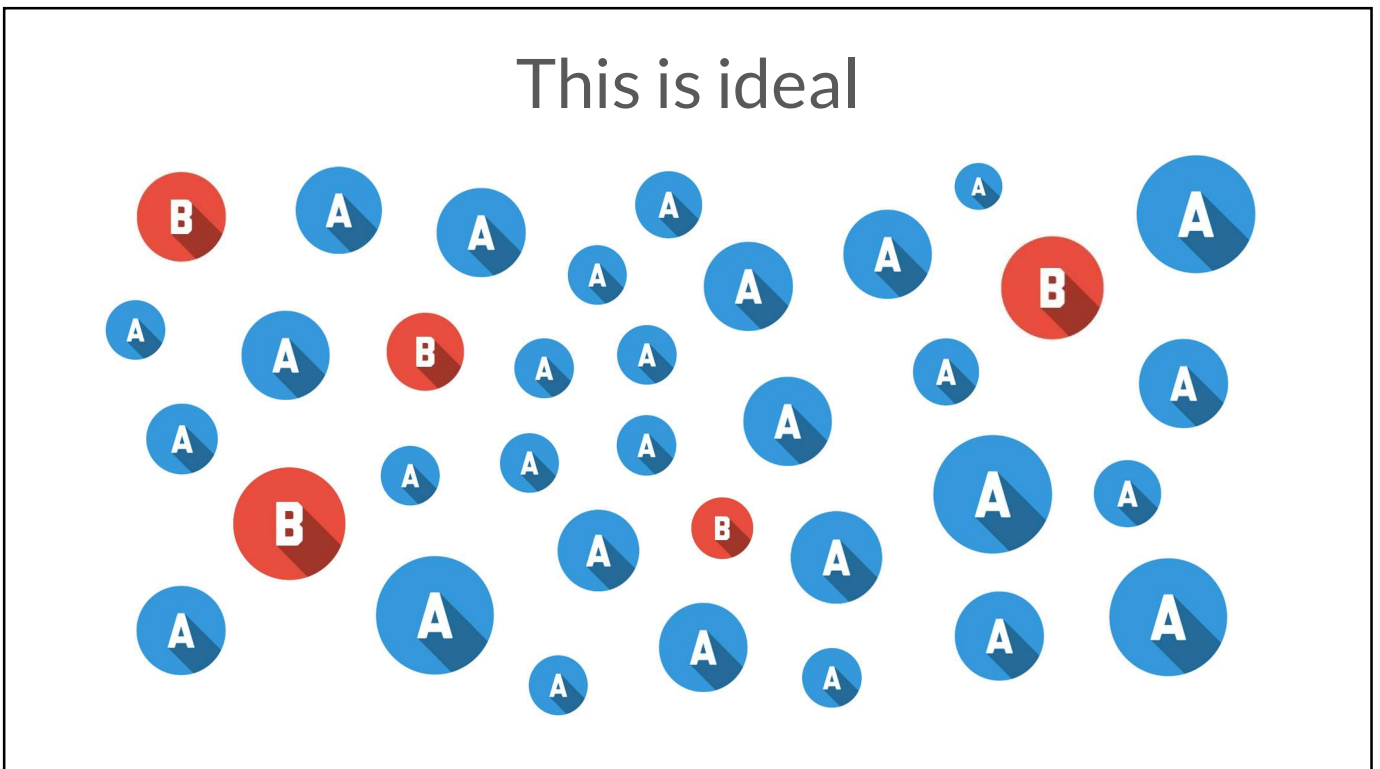
Lots of free time



56



57



58

“Empty your cup
so that it may
be filled.”

– Bruce Lee



59

What's a priority?

60

1. Know what's important



61

2. Know what's not important



62

3. Have a system in place



63

Mindful Minute #3



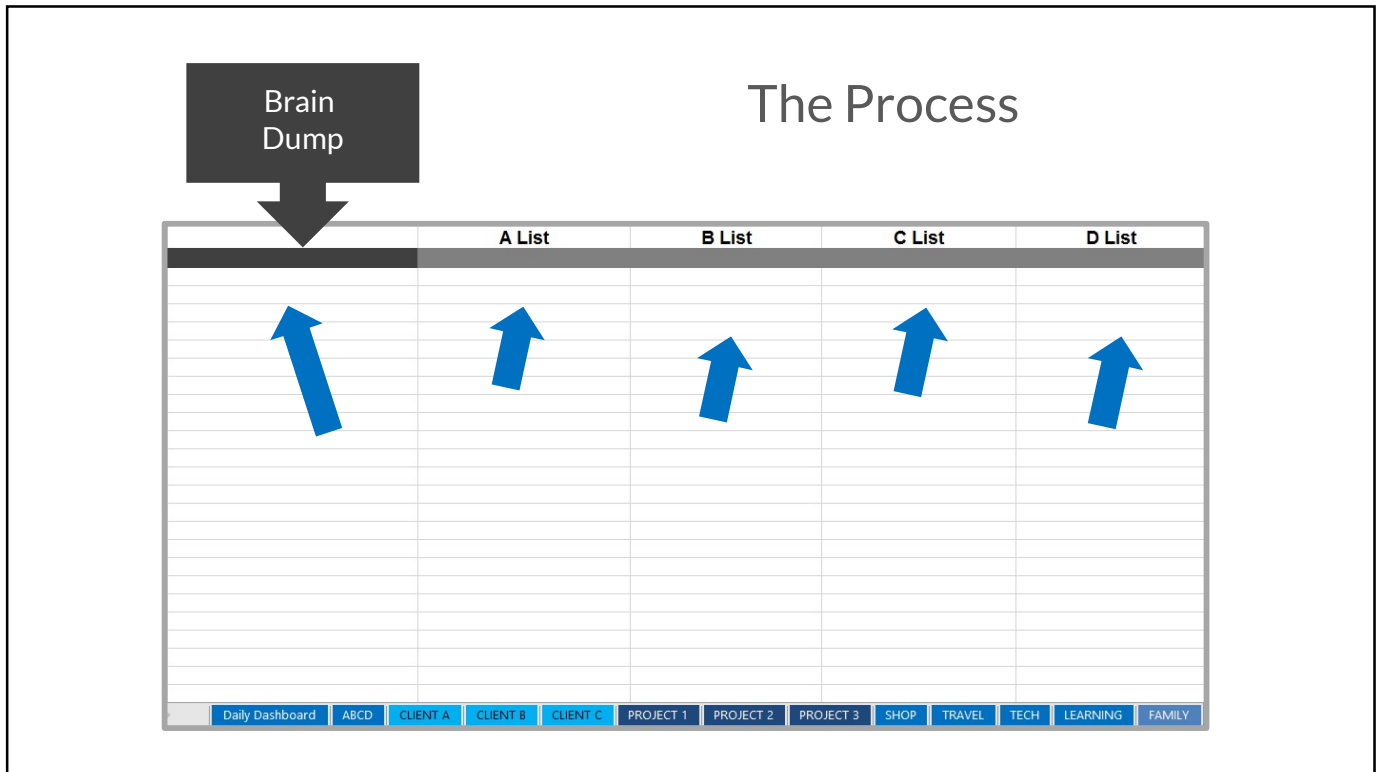
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A simple system for prioritizing

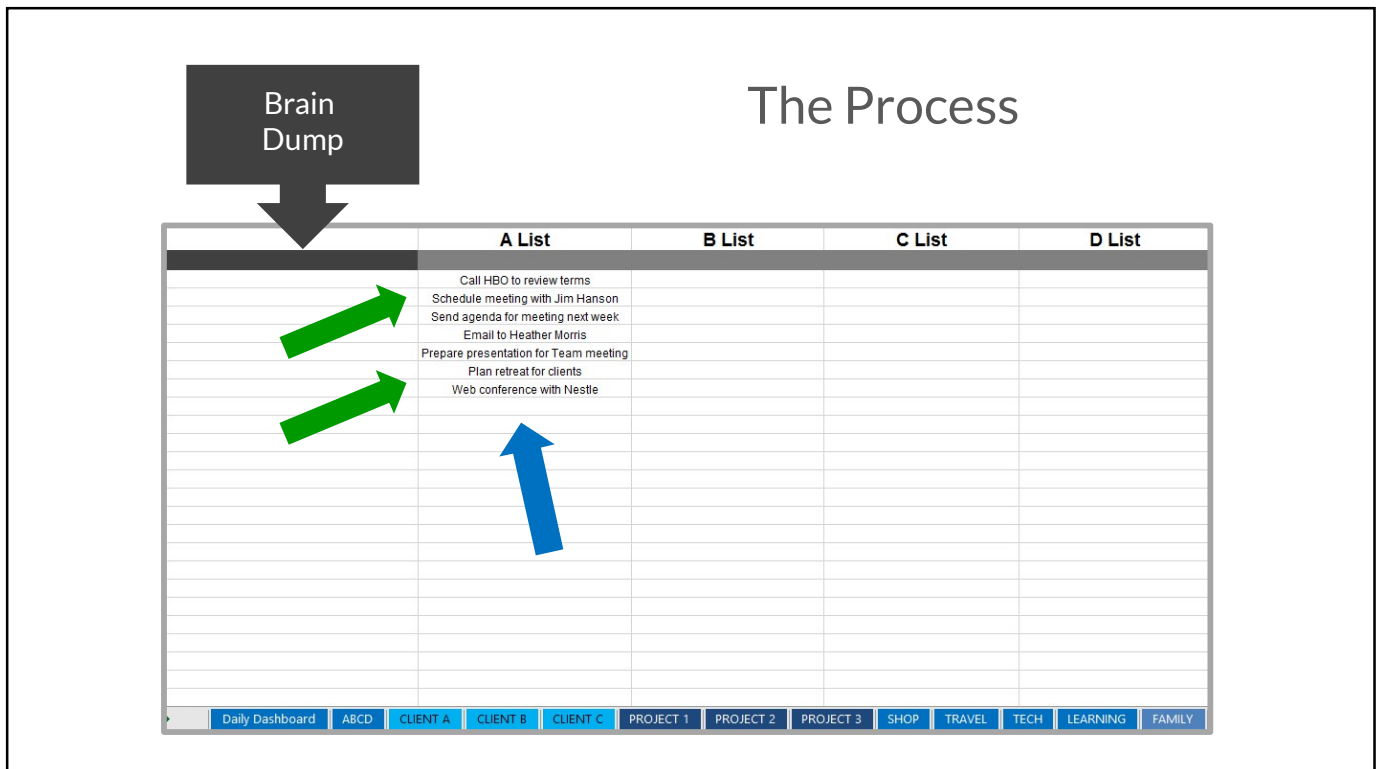
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ABCD

66



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Ways to leverage the ABCD Spreadsheet

1. Your life buckets
2. Personal life
3. Business priorities
4. Sales activities
5. Time wasters
6. What makes you happy

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3.

Eliminating Time Wasters

70

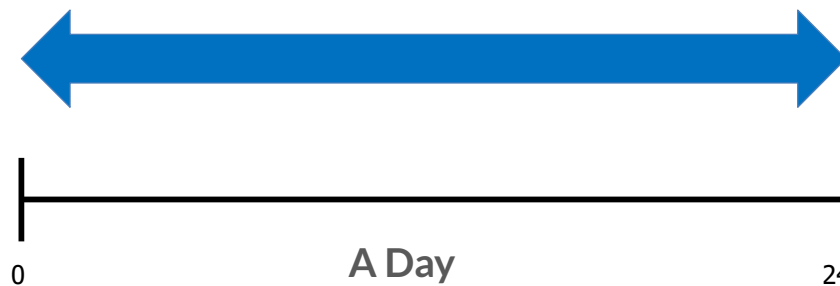
“Time you enjoyed
wasting is not
wasted time.”

– T. S. Eliot



71

Time in Perspective



72

What's a time waster?

73

Possible
Time
Waster



What's
Important
to You

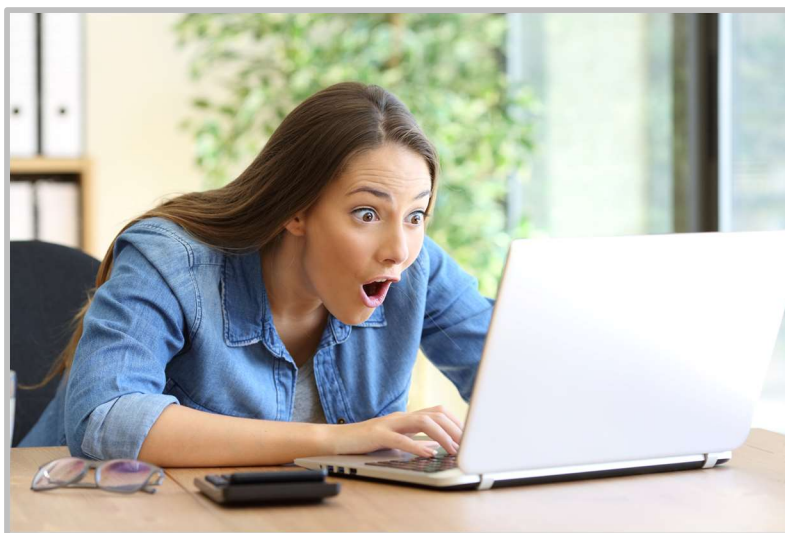


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Possible time wasters

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Surfing the Internet



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Social Media



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News



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Fun Cat Videos



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Poorly Run Meetings



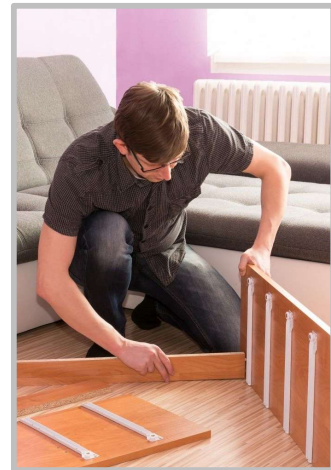
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Email Overload



81

Things I can hire others for



82

Mindful Minute #4

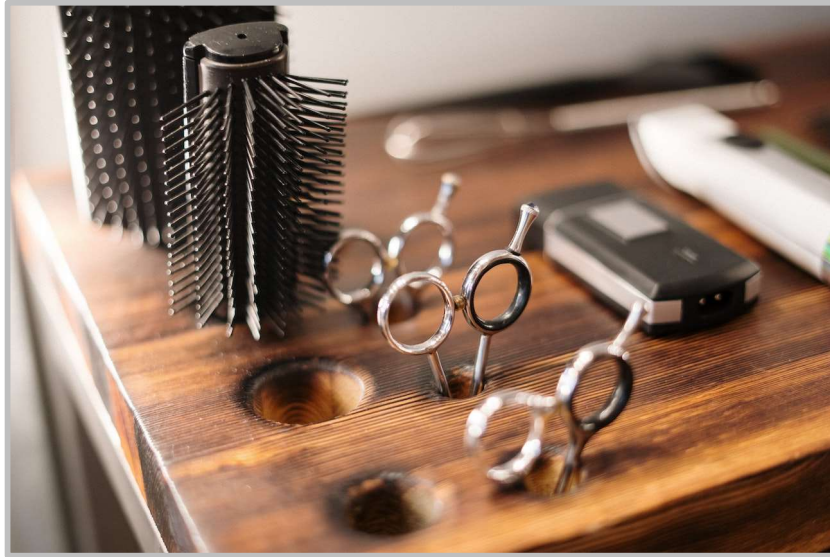


83

My Hair

84

Nice Cuts



85



86

Was I the
right person
to do this?

Yes or no?

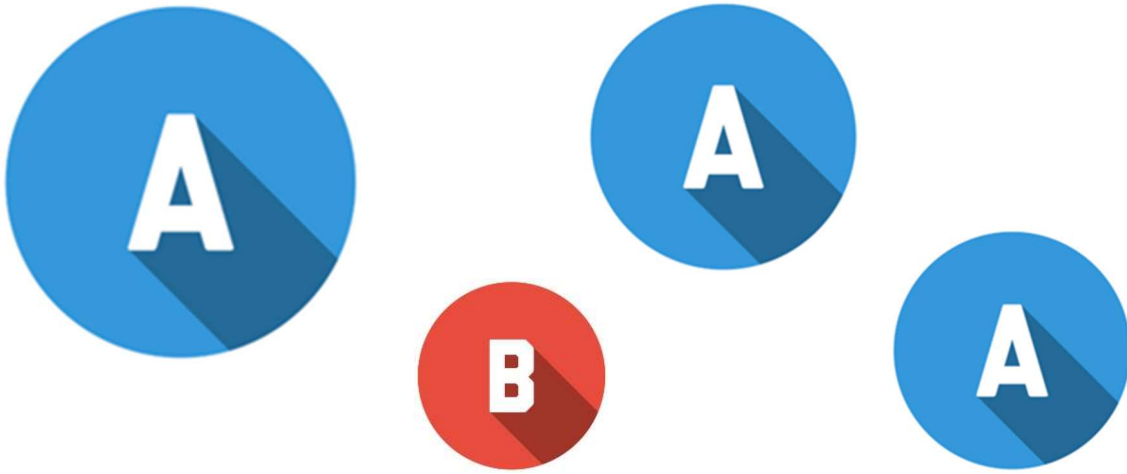


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Strategies for eliminating Time Wasters

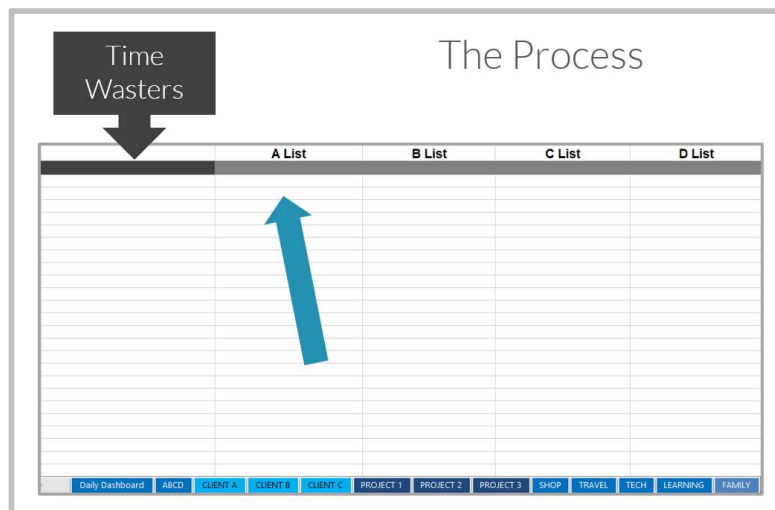
88

1. Focus on top priorities first



89

2. Know your time wasters



90

3. Mindful Minute One



91

Exercise

List every Time Waster
you can think of

92

Time Wasters

Page 4

[illegible]

Exercise

Who would like to share?

An hour a day?

95



4.

Productivity Strategies

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Productivity Strategies

1. Focus
2. Email
3. Strategic Multi-Tasking
4. Procrastination
5. Running Effective Meetings

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Focus

98

Focus



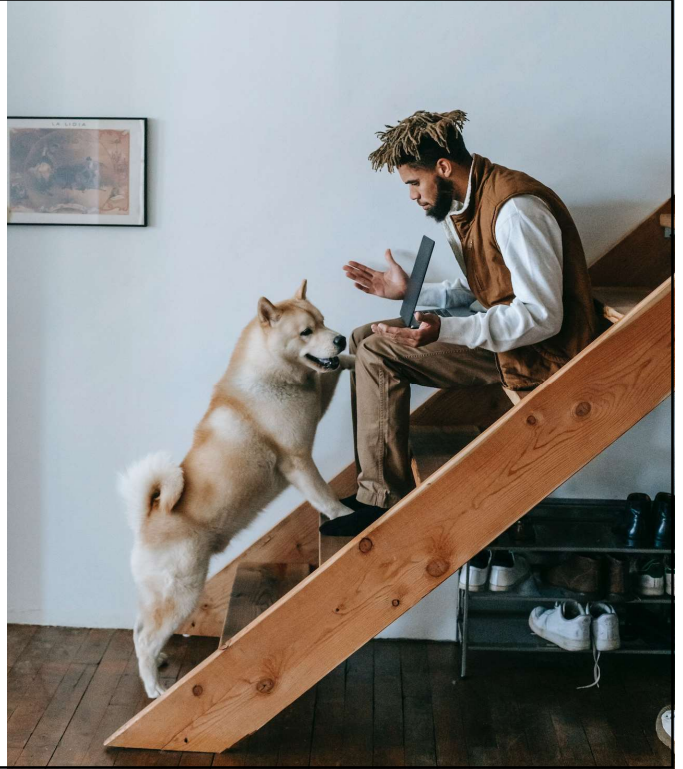
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Kids



100

Pets



101

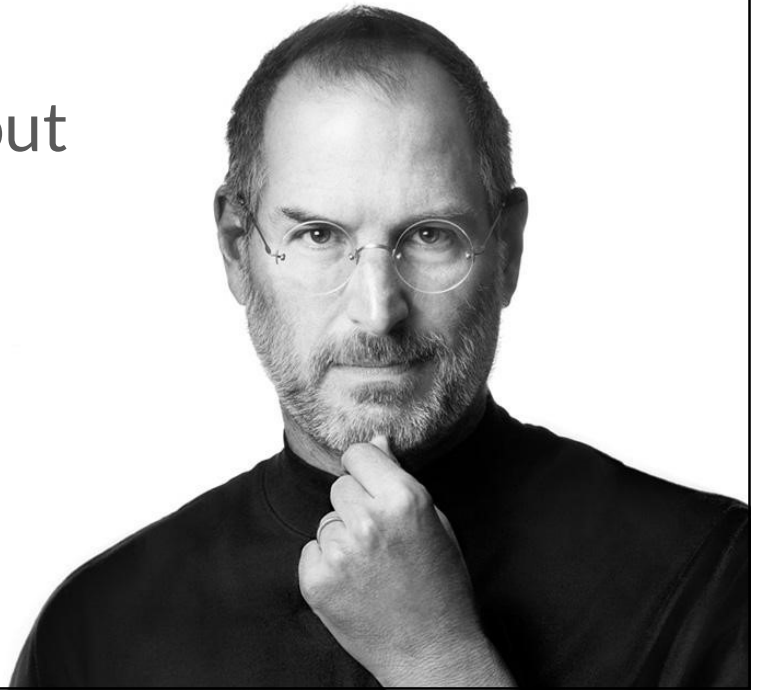
The Kitchen Pantry



102

“Focusing is about
saying ‘no.’”

– Steve Jobs



103

What do we have
control over?

104

The Minute Bandits



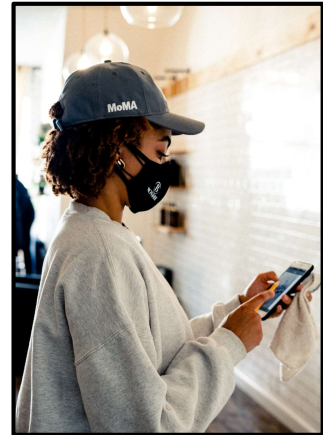
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ABCD

People
Prioritizing

106

Checking our Phones



109

110 Times a Day



TIME

110

Mindful Minute #5



111

My Brother
Ron's
Bearded
Dragon



112

My Brother and His Wife



113

Conquering Email

114

Bombarded by Email

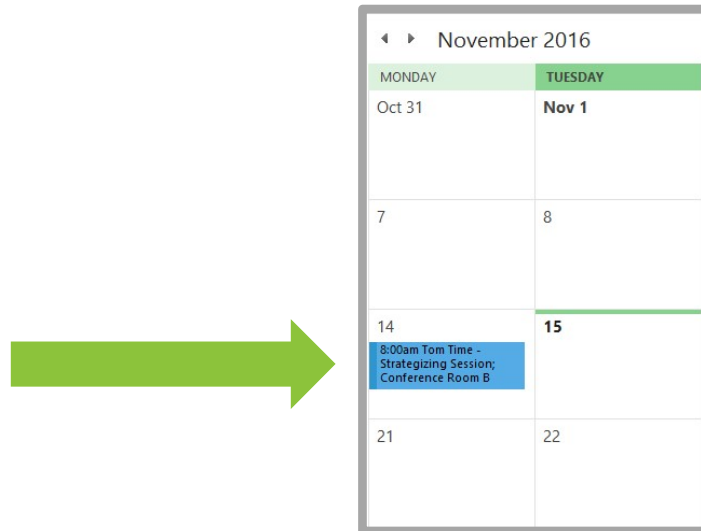


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5 Strategies for Conquering Email

116

1. Schedule blocks of time



117

2. Act in two minutes or less

2
Minute Rule

118

3. Prioritize with ABCD folders



119

4. Send fewer emails



120

5. What else can I do?

zoom



121

Mindful Minute #6



122



123

The Dating Game Show



124

“What would you like
to do on our first date?”



125

Was there a better way to
communicate this?

Yes or No?

126

Email Best Practices

Page 9

**Making
Minutes!**

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.

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 **MakingMinutes!**

5.

Happiness and Peace of Mind

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Five Happiness & Peace of Mind Strategies



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1. Practice Perspective Shifting



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Half empty?



131

Half full?



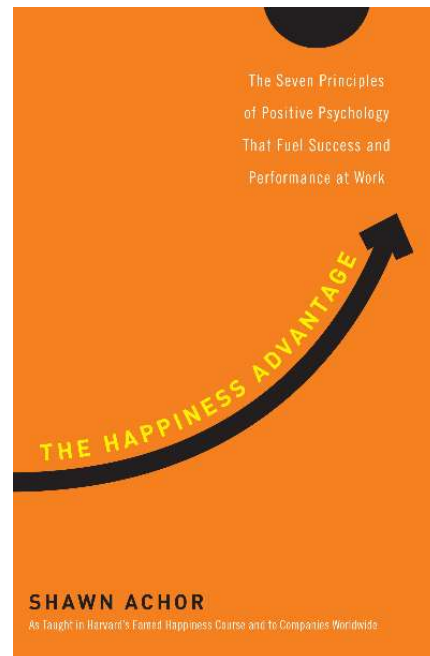
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“Perspective Shifting is a Sport for The Mind”

– Tom

133

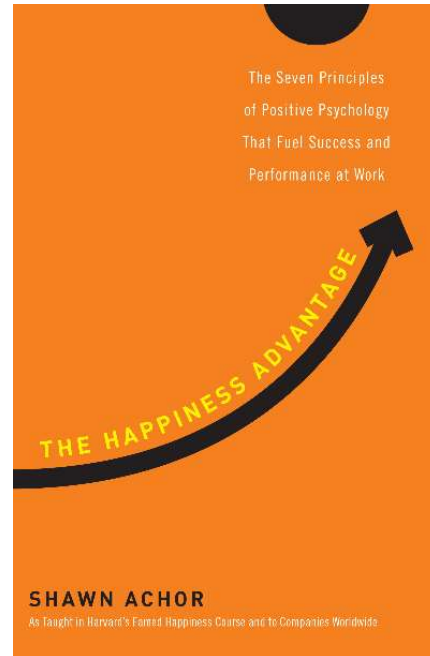
2. Write Down a Gratitude List



134

“When we write
down our gratitude, we
rewire our brains.”

– Shawn Achor



135

Gratitude
Helped



136

Exercise

What are you grateful for?

137

Gratitude List

Page 5

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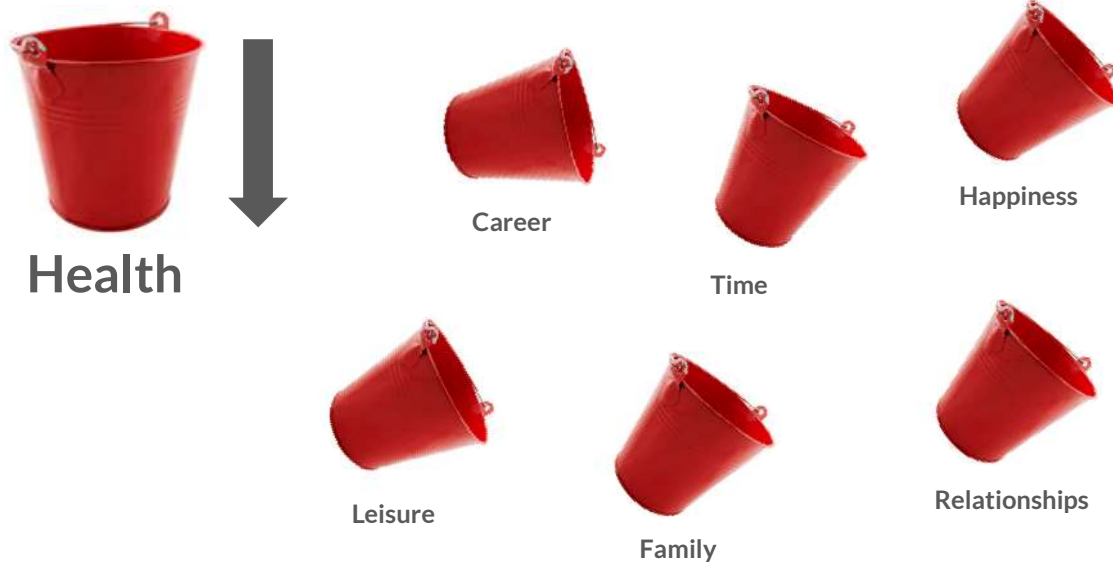
3. Live Healthy

- Exercise
- Sleep
- Nutrition



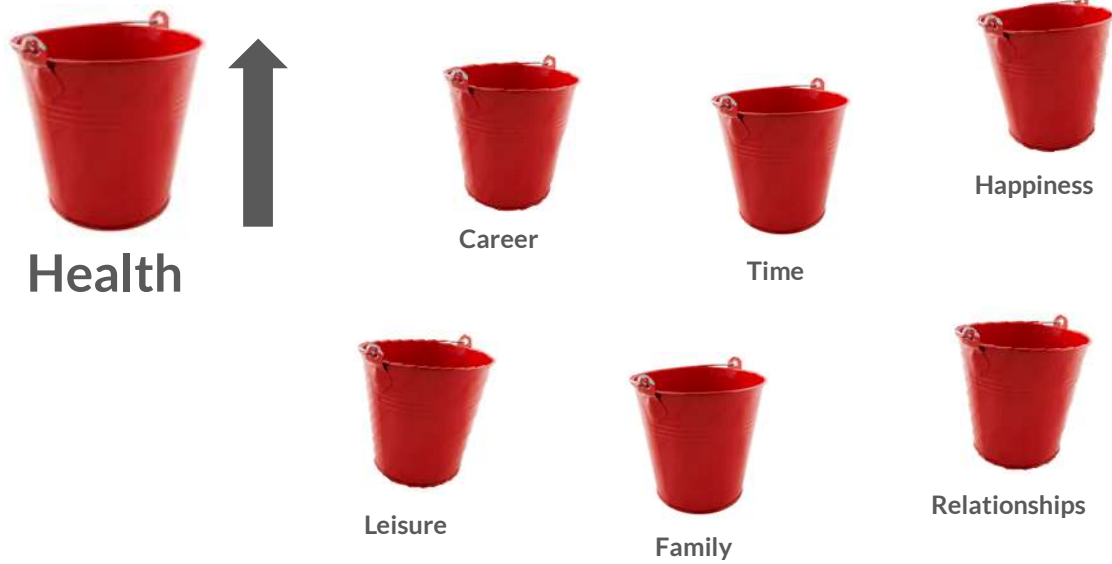
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The Buckets



140

The Buckets



141

4. What makes you happy?



142

Exercise

What makes you happy?

143

What makes you happy?

Page 6

[illegible]

144

Exercise

What makes me happy?
The Dating Game Dance?

145

5. Practice The Mindful Minutes



146

Mindful Minutes

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



147

Carry the cube

148

Before I close

149

Summary

1. Mindful Life Design
2. Prioritizing
3. Eliminating Time Wasters
4. Productivity Strategies
5. Happiness & Peace of Mind

150

Follow-Up

151

Making Minutes Resources

1. Buckets Diagram and Goals Spreadsheet
2. Prioritizing Spreadsheet
3. Workshop exercises
4. Mindful Minutes Cube
5. PDF of my workshop deck?



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Making Minutes Resources

makingminutes.com/acetech

153



tom@makingminutes.com



Tom Drews

154

Questions



155

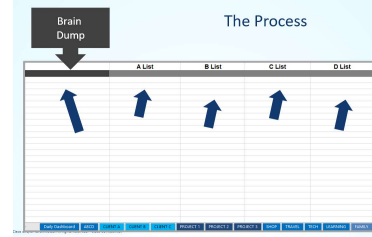
Exercise

Three to Five Actions or Commitments

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Health



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Three Actions and/or Commitments

Page 7

**Making
Minutes!**

Actions and Commitments

Considering what you've learned today, list five action items and/or commitments that would have the greatest positive impact in your business and/or life. This can be from one of your buckets, your list of time wasters, or anywhere else.

Action and/or Commitment	Time Frame for Implementation	Support Needed, From Whom

158

Accountability Partner



159

What will have the greatest impact?



160

Who would like to share?

161

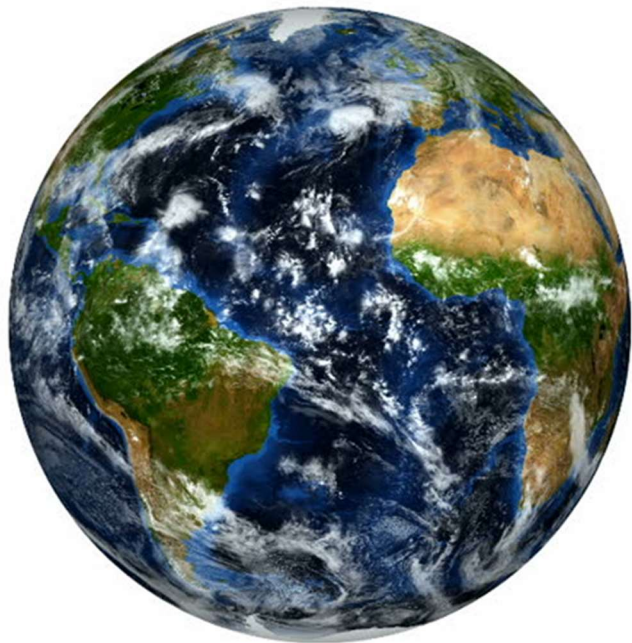
Closing Thoughts

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An hour a day?

163

Why not
make the
most of our
minutes?



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Thank you!