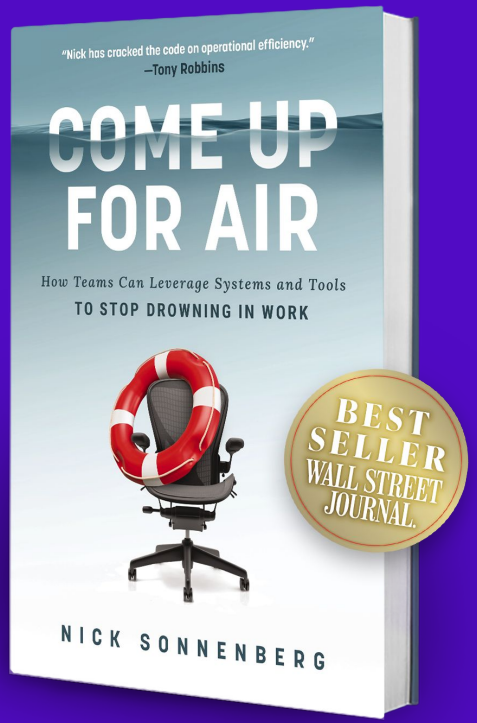
COME UP FOR AIR

Feb 14, 2024 | Five Elms

Presented by

Nick Sonnenberg



reckitt

POO~POURRI

TONY
ROBBINS

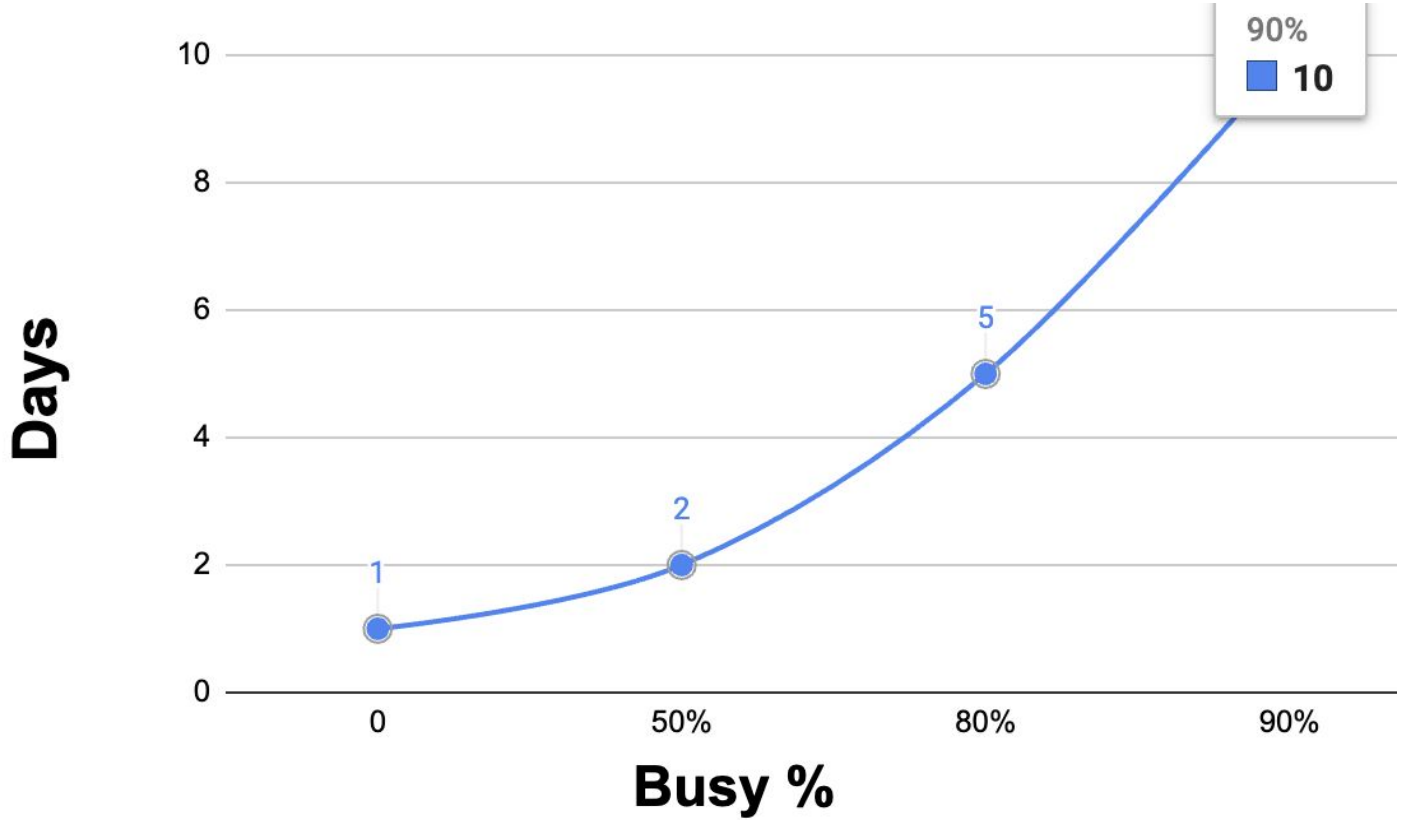
Berkeley
UNIVERSITY OF CALIFORNIA

ethereum

Project
Management
Institute

How long does a 1 day task take?

How many days will it t



58%

time is spent on “work about work”

Source: Asana’s 2022 Anatomy of Work Index

84 Min

Looking

57 Min

Switching

30 Min

Deciding

Myth #1
Hire More People

The Cost of Hiring

Recruiting

Training

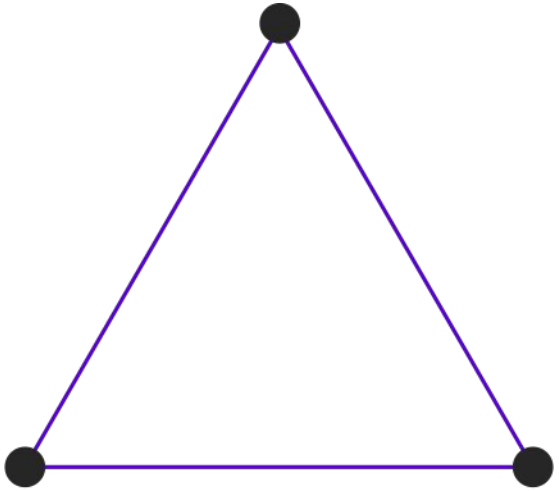
Onboarding

Salary

Complexity

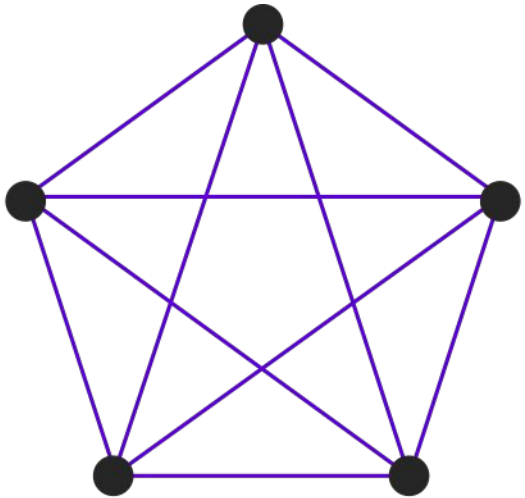
Communication Challenge

3



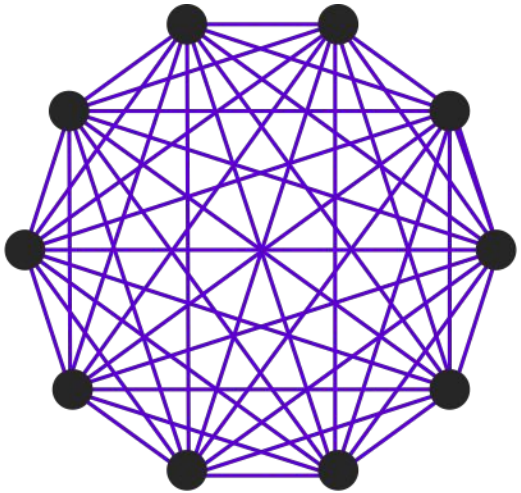
3

5



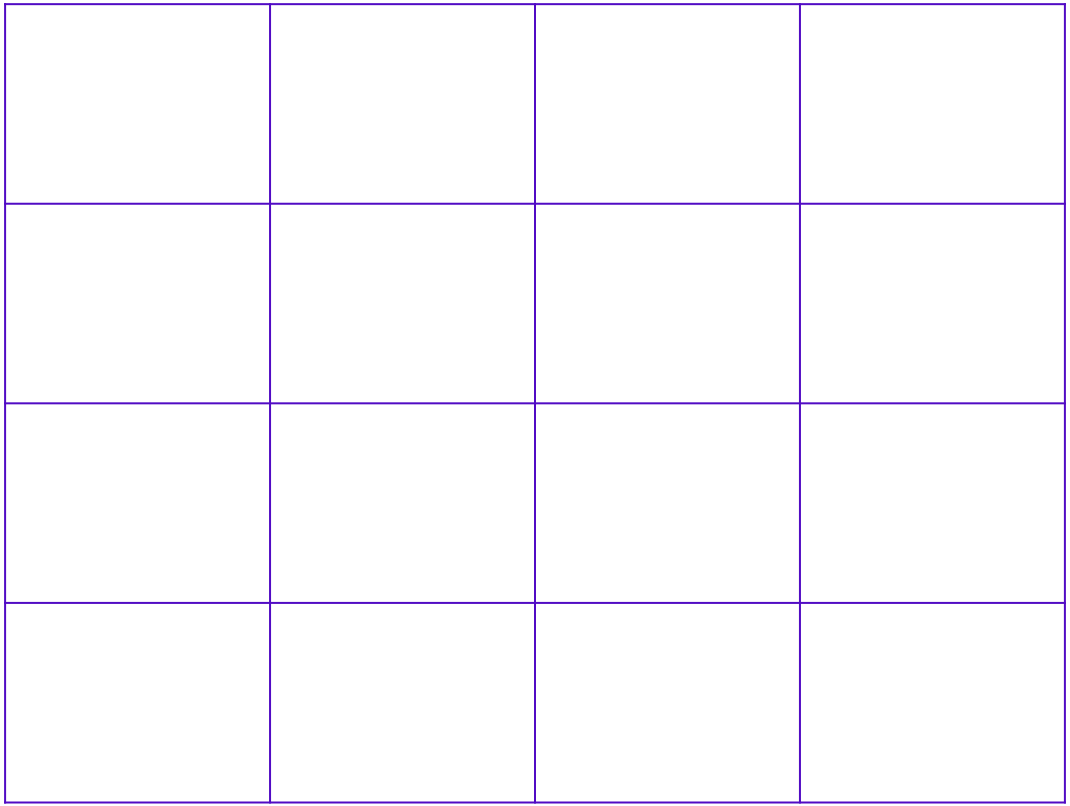
10

10



45

Magic Square

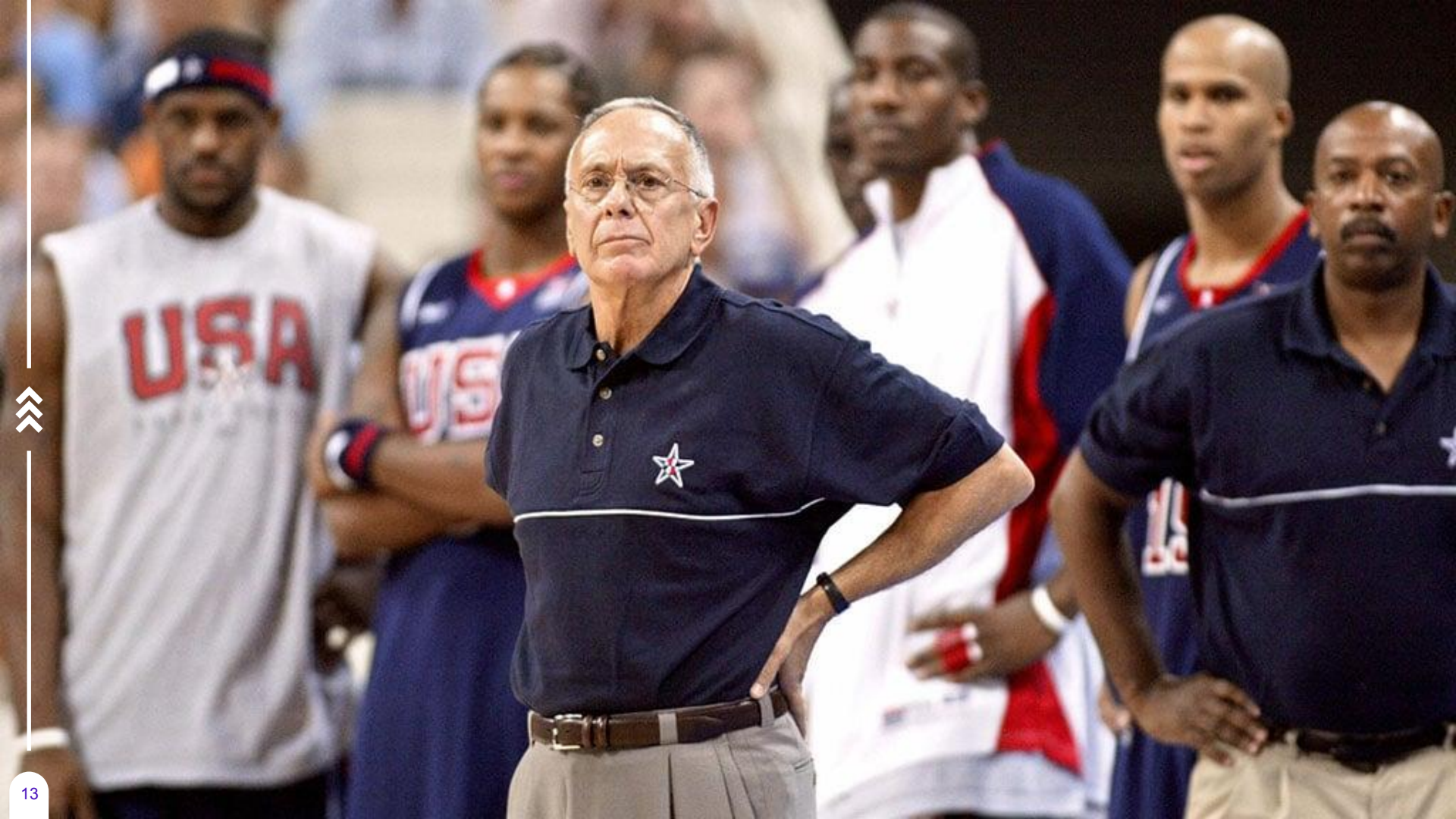


“

Adding more people to an inefficient system **makes the entire systems even less efficient.**

Myth #2

Superstars are enough


USA

Individual productivity is necessary but not sufficient.

Myth #3
Work Harder

So what's the Solution?

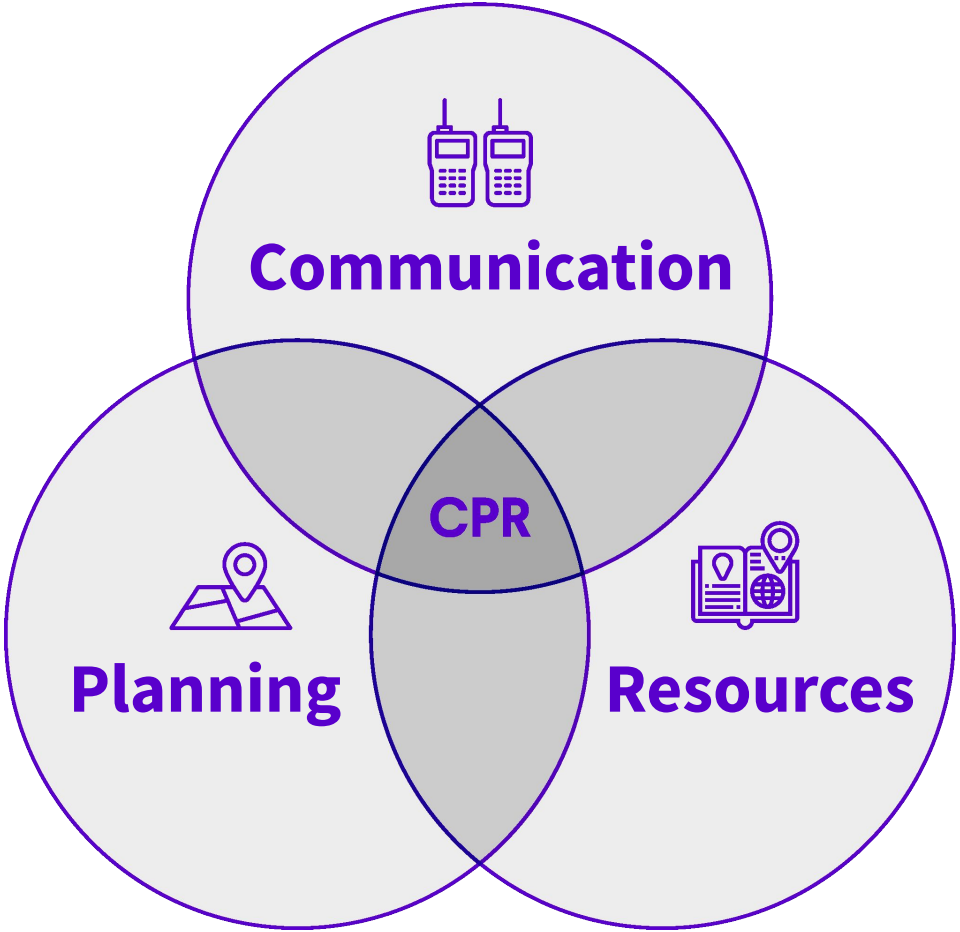
HOT POTATO!

Find Info,
Not Send Info

slido

How need a team member to do something for you by Friday.

ⓘ Click **Present with Slido** or install our Chrome extension to activate this poll while presenting.

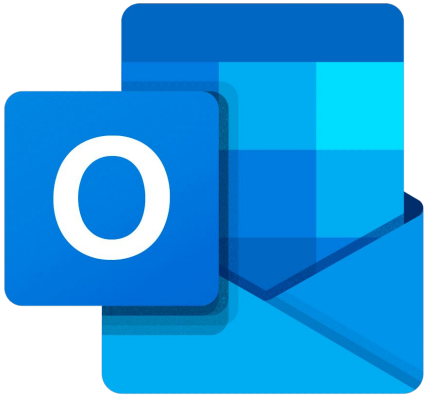

Communication
CPR
Planning
Resources

#1

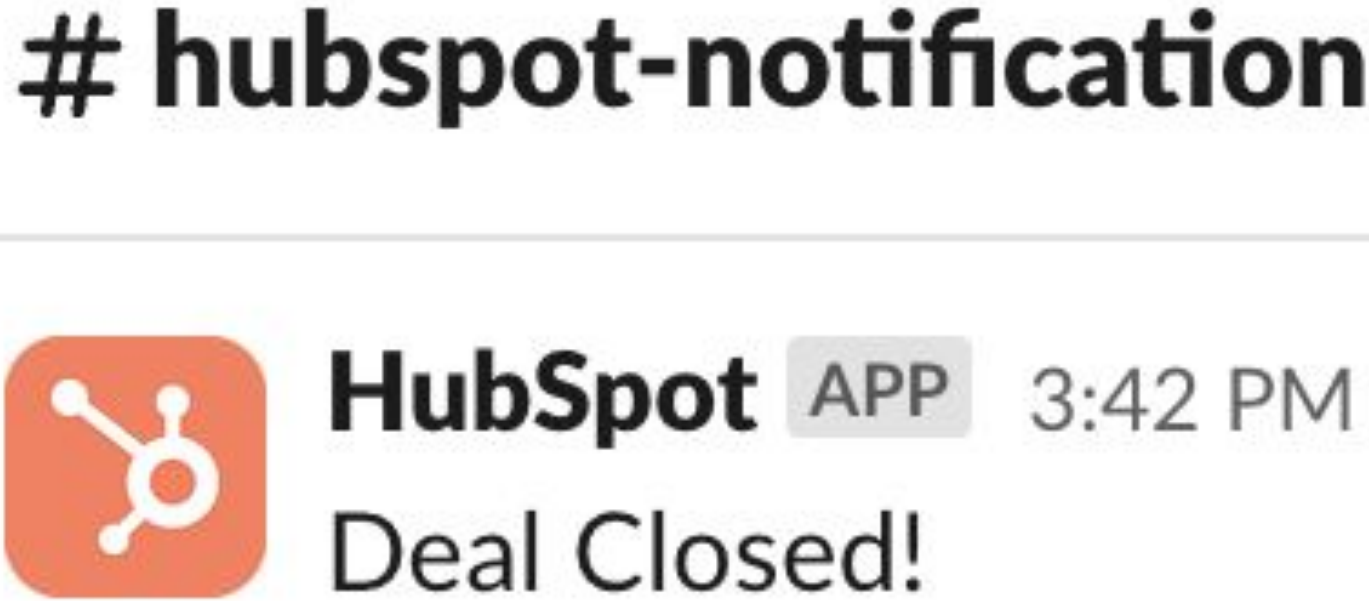
Communication

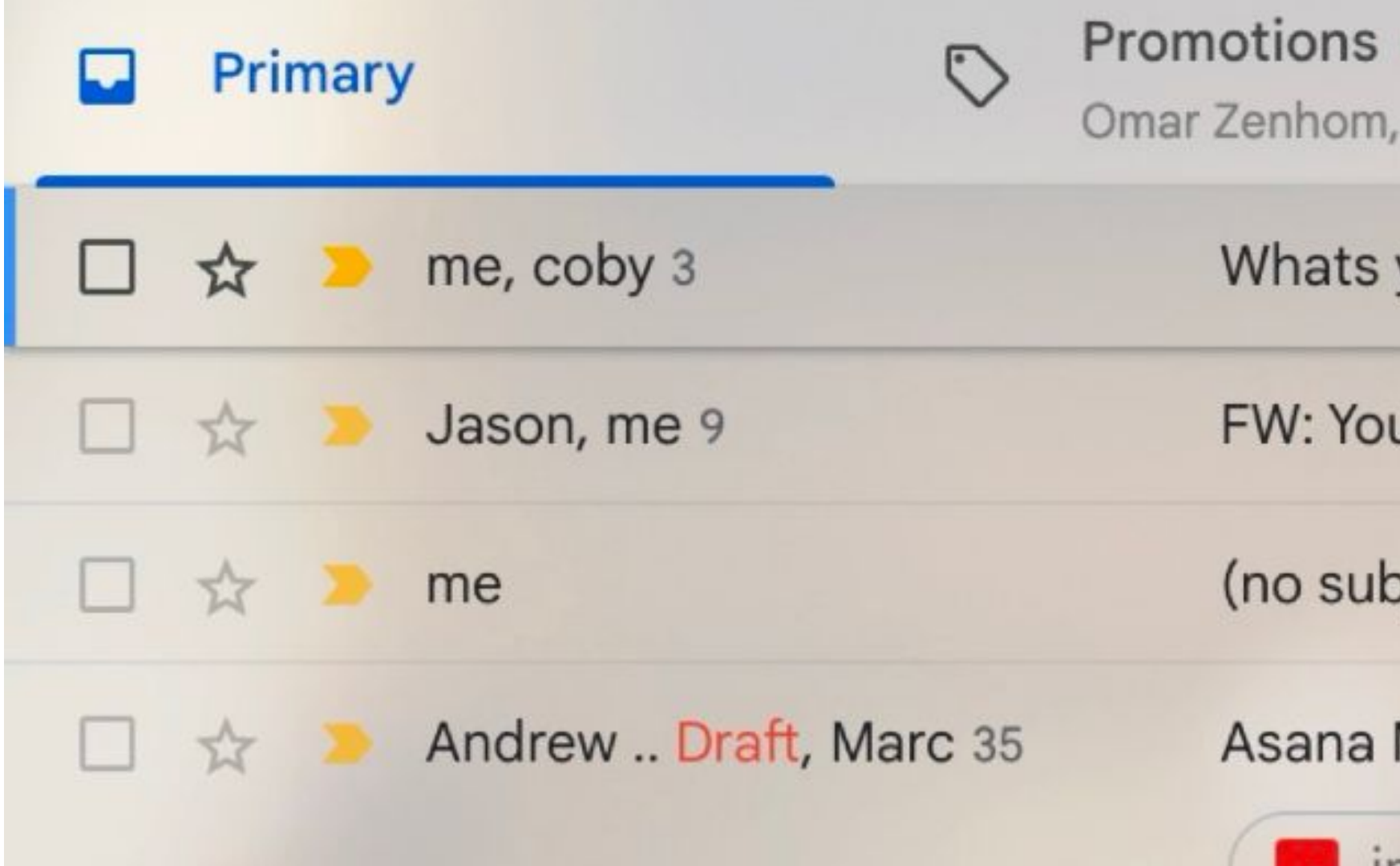
Personal

External



Internal


hubspot-notifications
HubSpot
APP
3:42 PM
Deal Closed!


Primary
Promotions
Omar Zenhom,
me, coby 3
Whats
Jason, me 9
FW: You
me
(no sub
Andrew .. Draft, Marc 35
Asana

Snooze Email

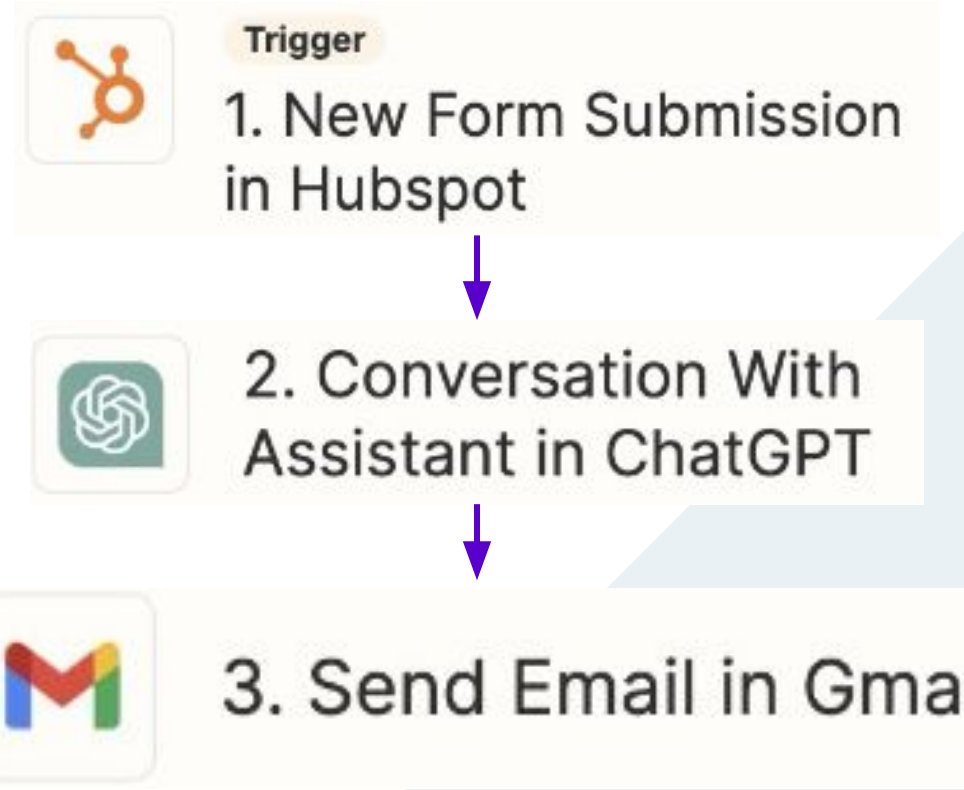
Snooze until...

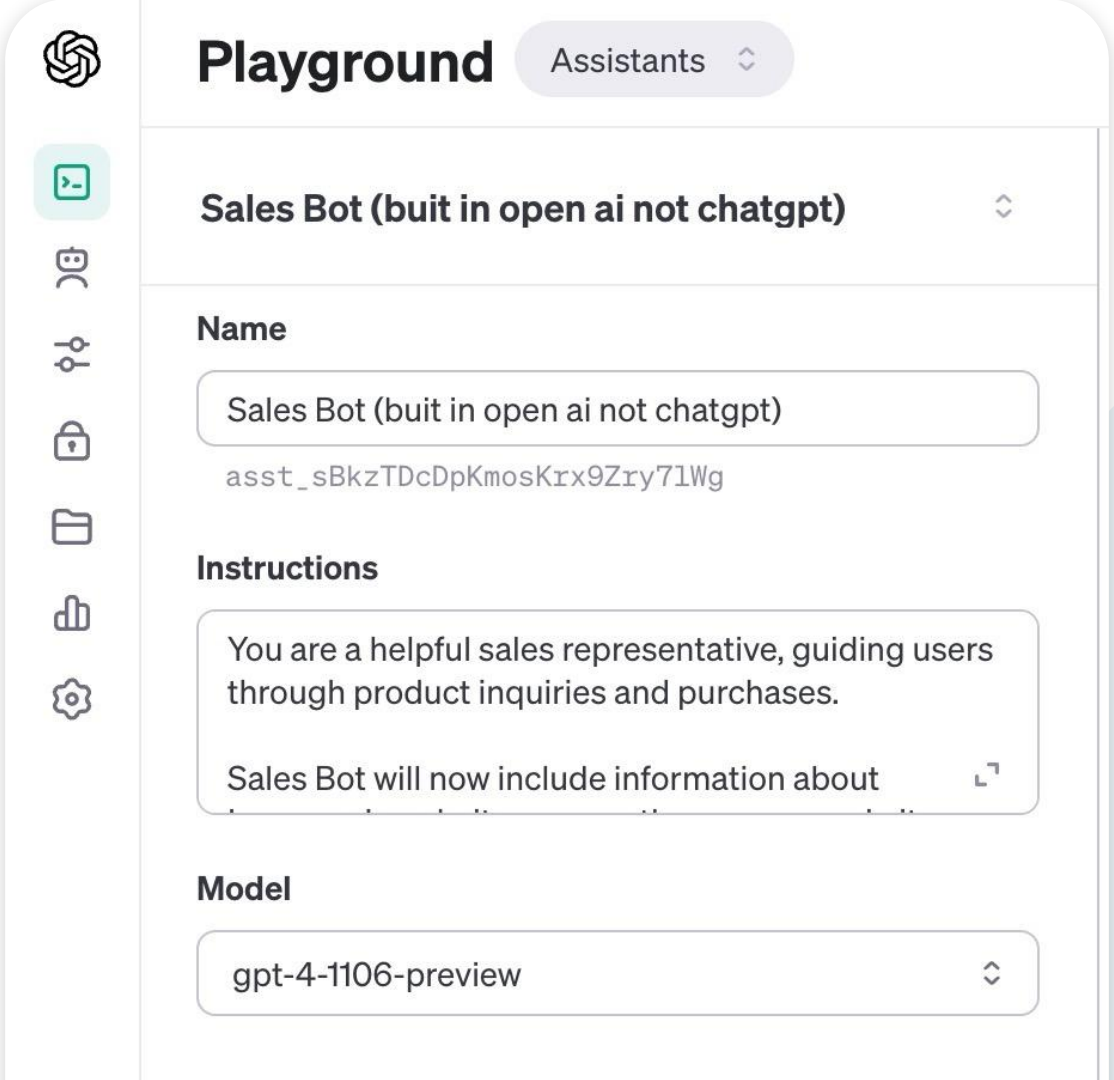
Later today Sun, 6:00 PM

Tomorrow Mon, 8:00 AM

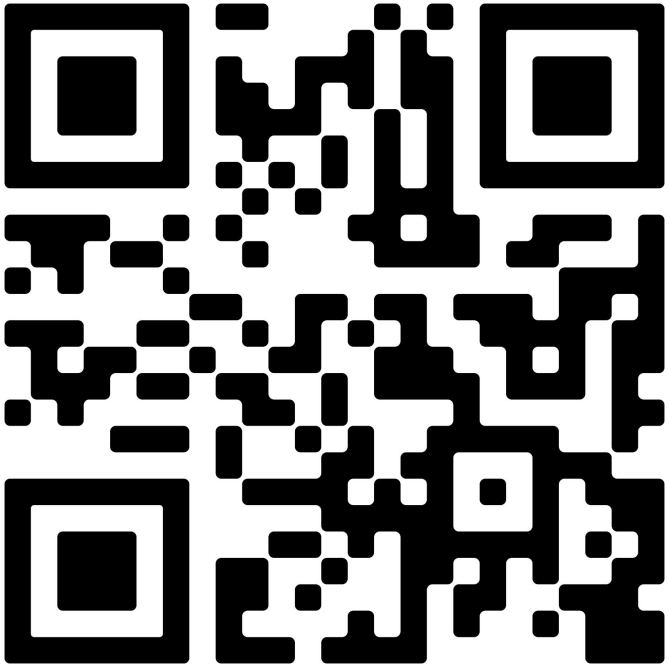
Automate Emails with AI

zapier


Trigger
1. New Form Submission in Hubspot
2. Conversation With Assistant in ChatGPT
3. Send Email in Gmail


Playground
Assistants
Sales Bot (buit in open ai not chatgpt)
Name
Sales Bot (buit in open ai not chatgpt)
asst_sBkzTDcDpKmosKrx9Zry7lWg
Instructions
You are a helpful sales representative, guiding users through product inquiries and purchases.
Sales Bot will now include information about
Model
gpt-4-1106-preview

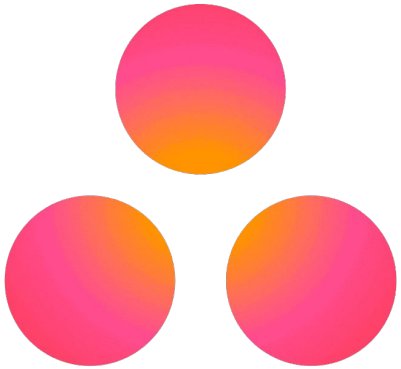
Form.GetLeverage.com



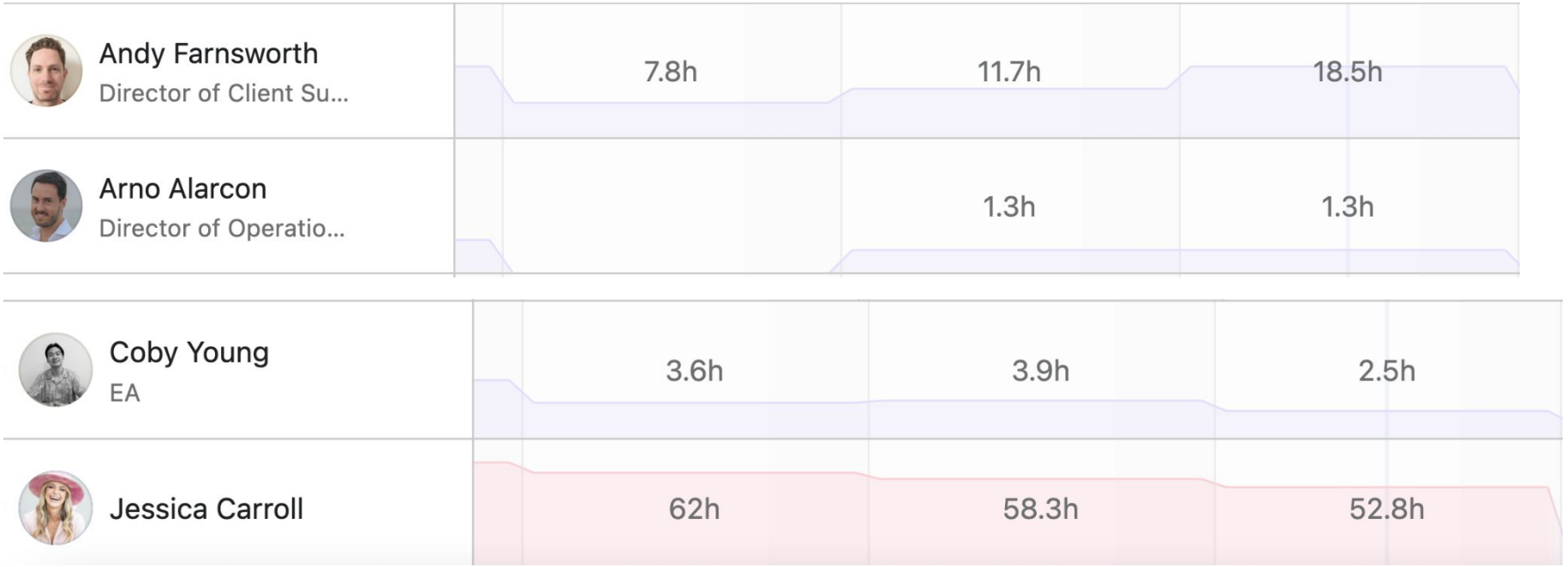
#2

Planning

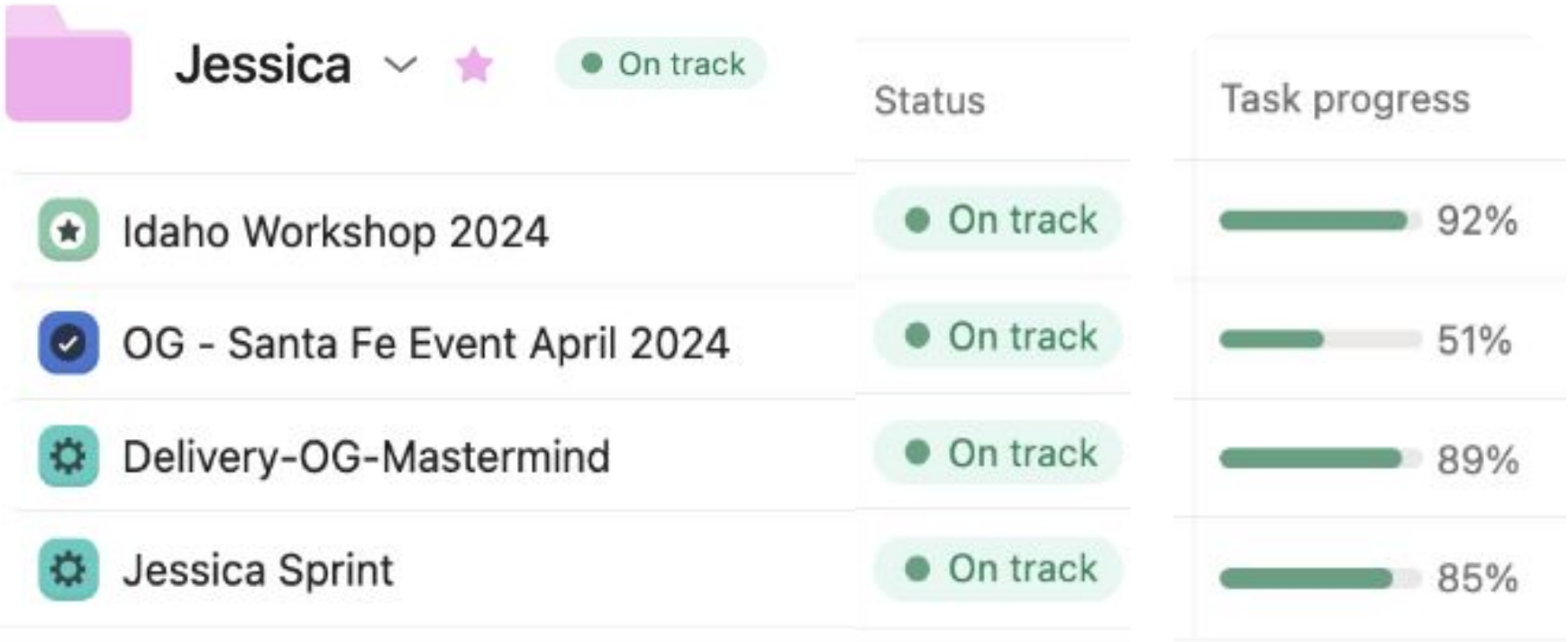
Planning



Weekly Sprint: Asana



Portfolio Progress: Asana

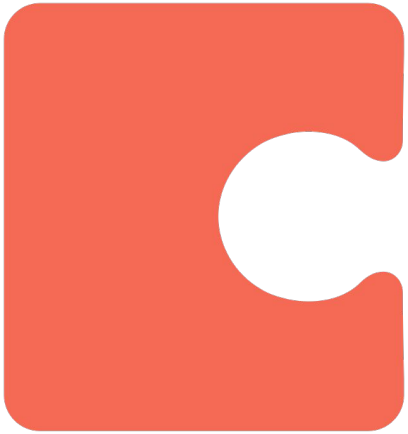


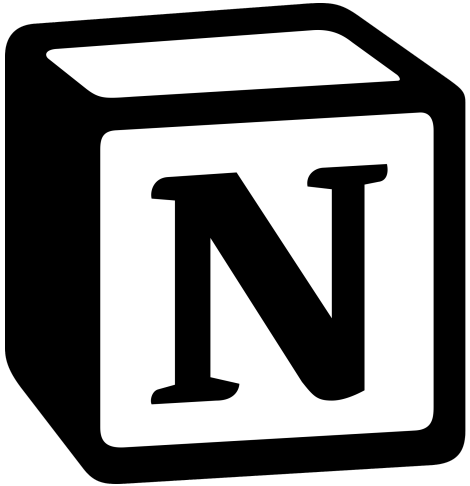
Company Goals: Asana

#3

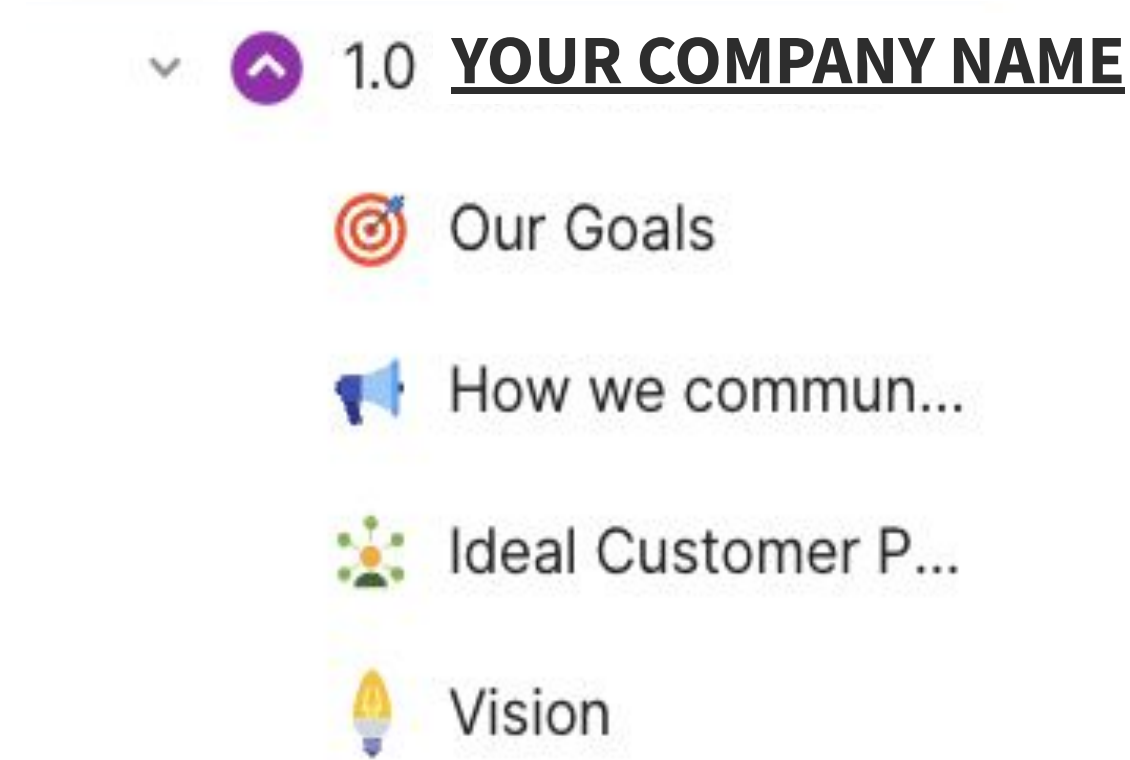
Resources

Resources





Coda The Playbook



Coda

Liaising and negotiating with event vendors		Low	offload
MC events		Medium	offload

Coda

EA

Welcome to the EA dashboard! Below are SOPs and info for EA related work

- About Nick
- EA Onboarding
- Roles & Responsibilities
- Purchase / Research
- Health
- Error/Learning Logs
- Daily Check In

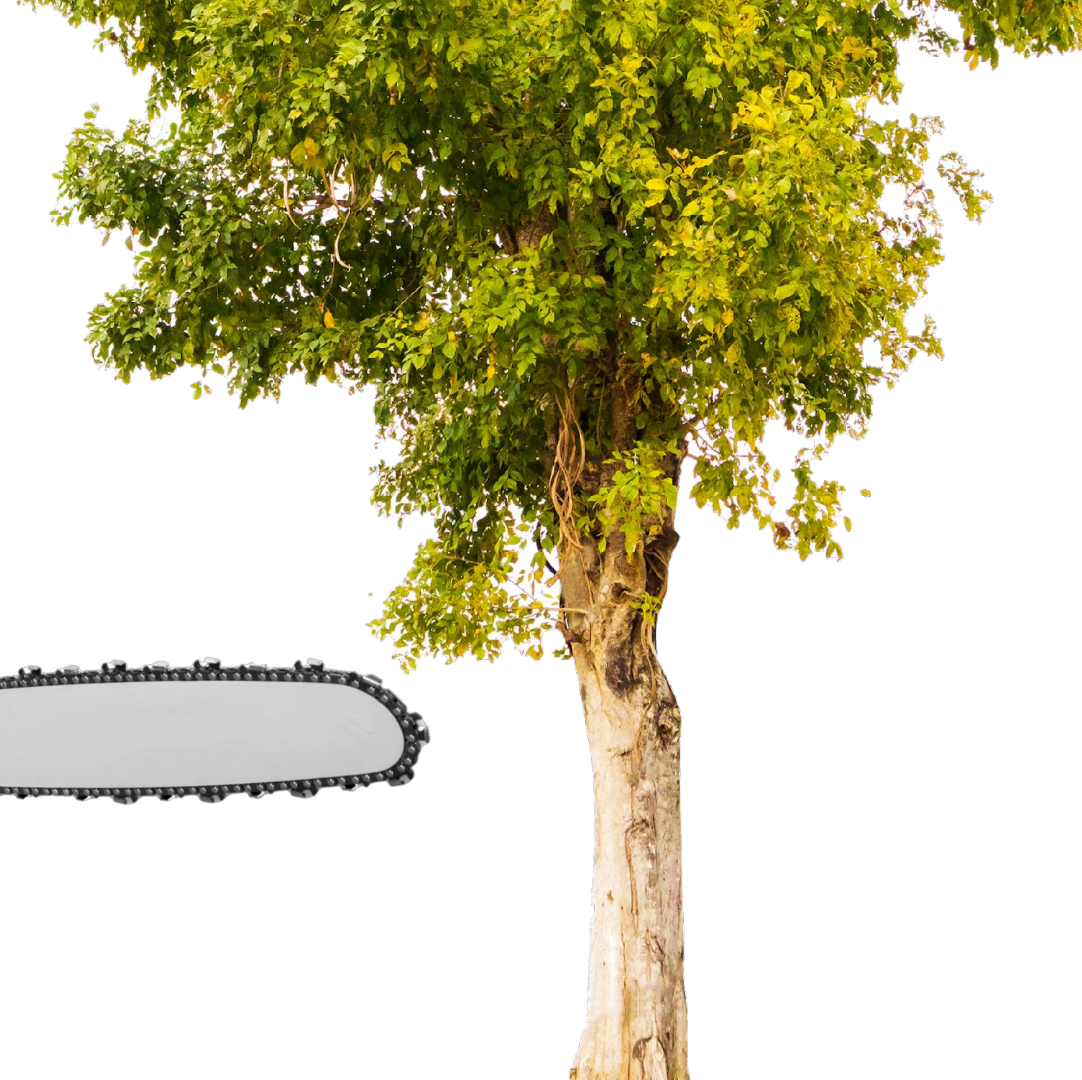
Benefits of Documentation

Save Time

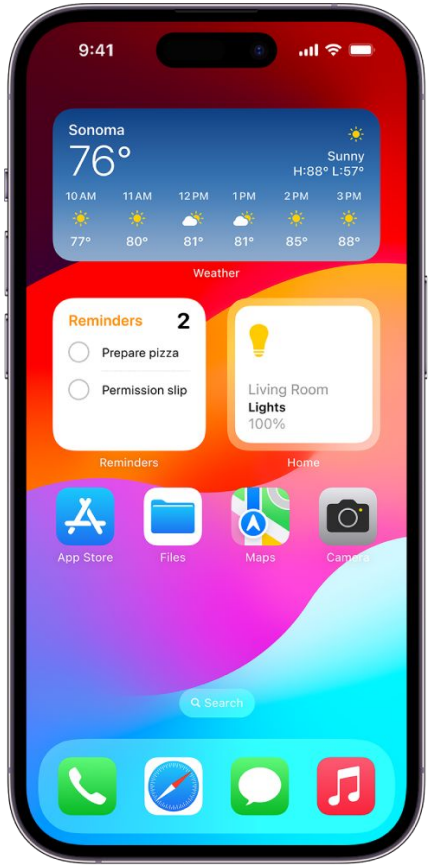
Reduce Risk

New Ideas

This might seem hard…



HELP ME!


9:41
Sonoma
76°
Sunny
H:88° L:57°
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
77°
80°
81°
81°
85°
88°
Weather
Reminders
2
Prepare pizza
Permission slip
Reminders
Living Room
Lights
100%
Home
App Store
Files
Maps
Search

How much is your phone worth if...

you don’t use apps or the internet?

you're the only person who owns one?

Tide

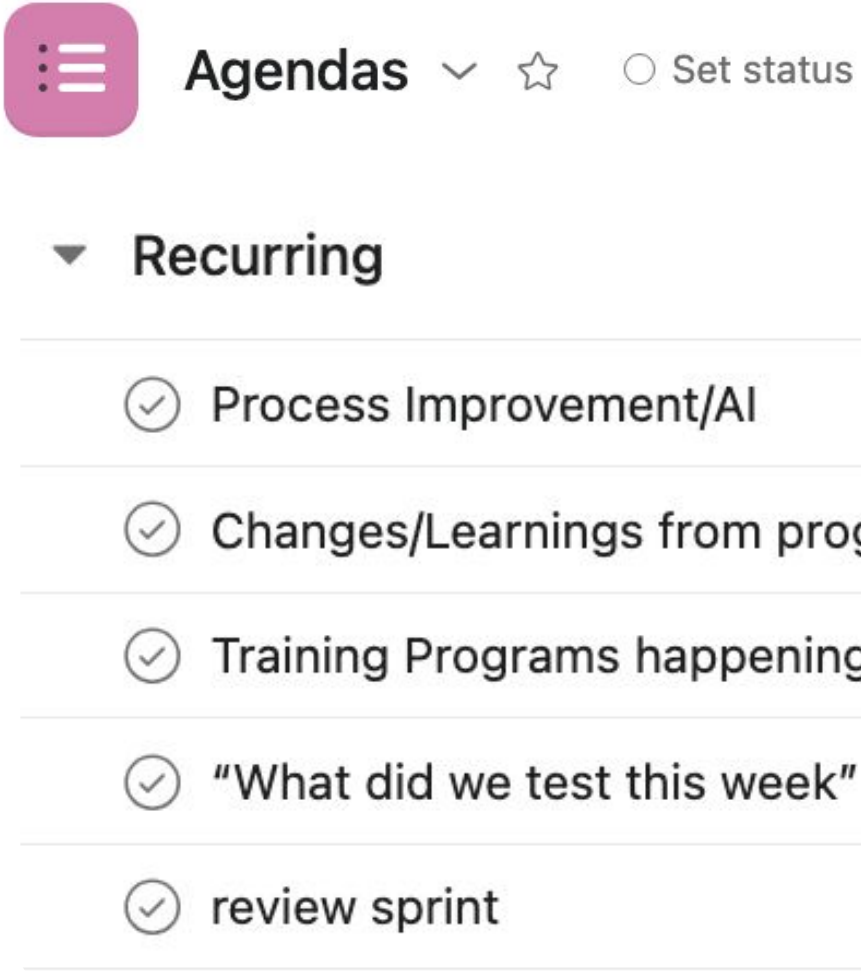
Quickest Time Saver

Optimize Meetings

Optimize your meetings:

- Reduce **people**
- Reduce **frequency**
- Reduce **length**
- Use an **agenda**

Asana

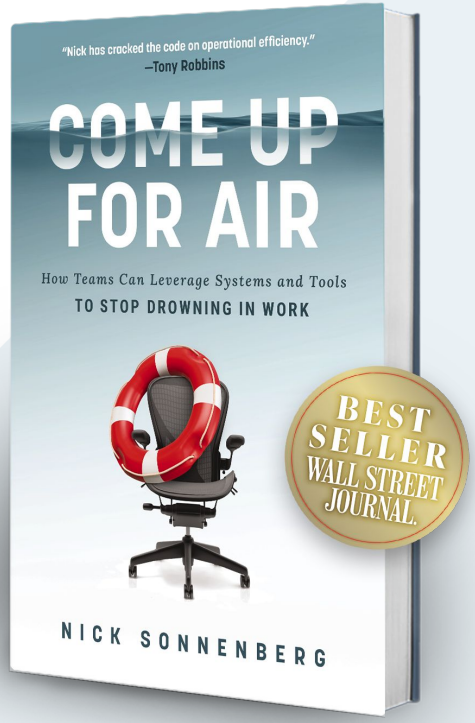

Agendas
Set status
Recurring
Process Improvement/AI
Changes/Learnings from programs
Training Programs happening for the week
“What did we test this week”
review sprint

“

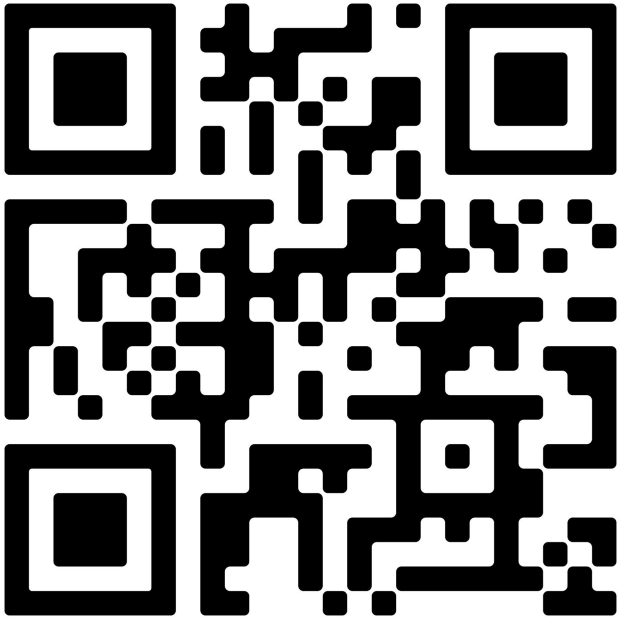
Nick has cracked the code…

Come Up for Air should be required reading for any organization.

TONY ROBBINS



ComeUpForAir.com



Picture a Day

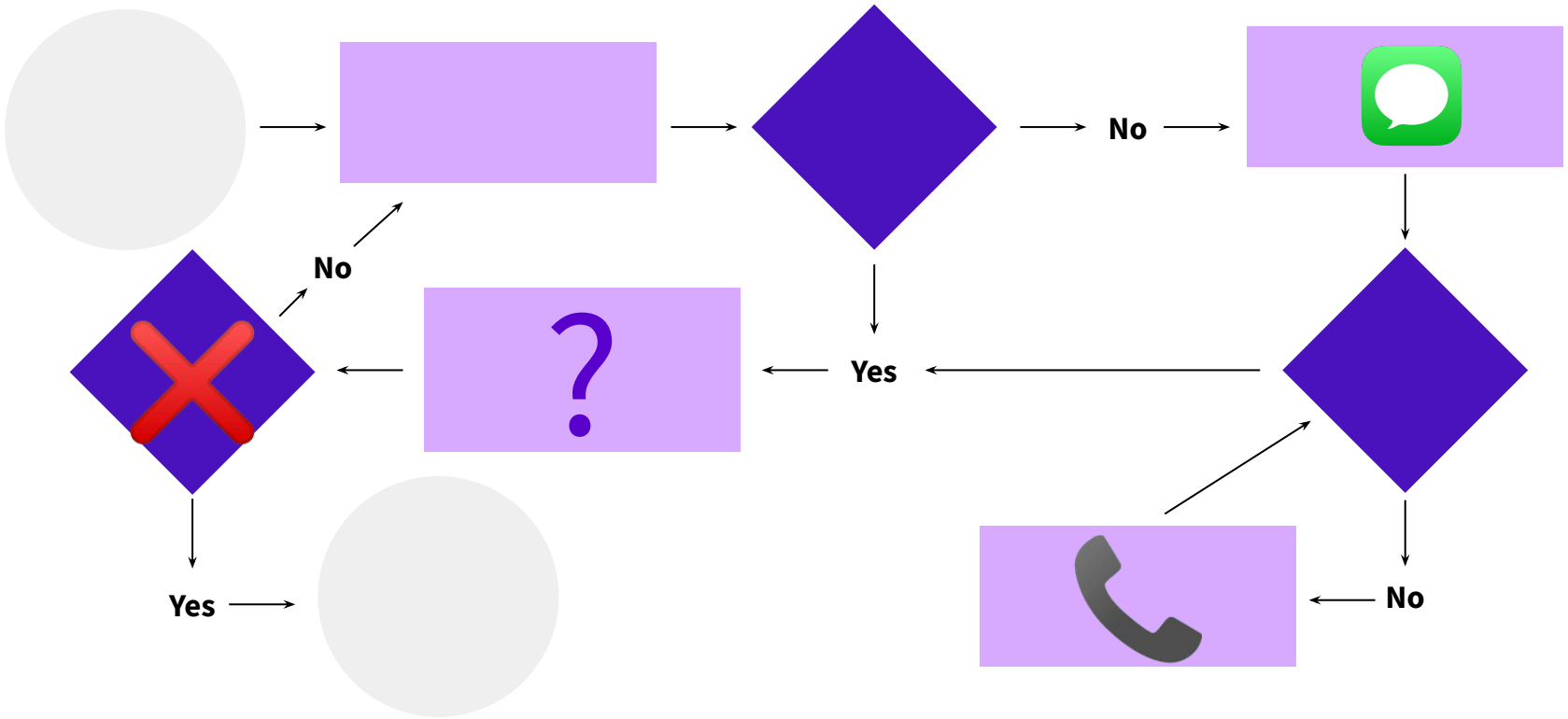
Nick Sonnenberg

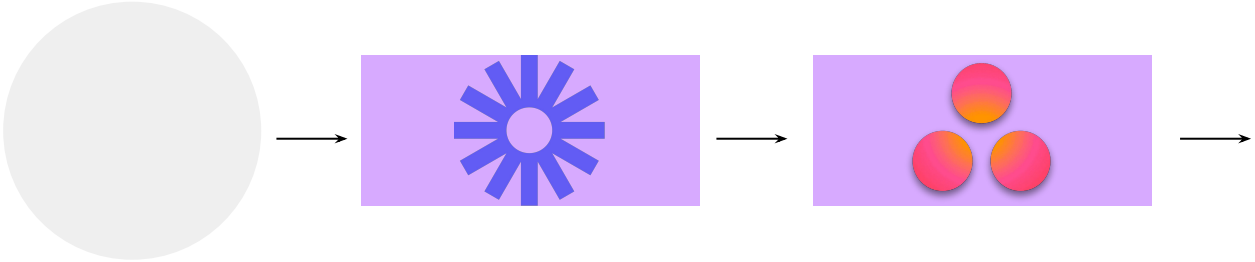
CEO of Leverage

✉ nick@getleverage.com

NickSonnenberg.com

text/email



Every second matters.

With Tools