

# 3 on 13

3 things from EP  
to make life  
better.

DECEMBER 13 · 2021

Emanuelson-Podas produces the **3on13 Newsletter** on the 13th of every month in the hopes of putting in your hands three things that will help make your life better. Entries may include quotes, reminders, jokes, random recipes, book recommendations, advice, or anything else that might make you think, make you smile, or make you a better, happier human being. **Got something worth sharing? Send it to [3on13@epinc.com](mailto:3on13@epinc.com)**

## 1 | 'Tis the Season: Being Grateful

Many of us think of the holiday season as a time to be thankful, and EP Performance Coach Matt Groves is one of them. His [excellent winter e-newsletter](#) found him reflecting on the connection between happiness and being grateful, and he offered up a couple thoughts based on two impressive books: [The Slight Edge](#) by Jeff Olson, and [The Happiness Advantage](#) by Shawn Achor.

Both books are ultimately about forming habits, but they serve to remind us that we have control over our attitude and, really, about how we feel.

Here's a quick and easy five-step "gratefulness-how-to" list used by Shawn Achor: 1) Each morning, write down three things you're grateful for. 2) Journal for two minutes a day about a positive experience you had. 3) Meditate daily. Nothing fancy, but two minutes of quiet that works for you. 4) Do a random act of kindness each day. Big or small. 5) Exercise for fifteen minutes daily.

(One more reason to check out [Matt's e-newsletter](#)? It has a link to 52-year-old Tony Hawk trying to hit a 720. If you need a shot of motivation today, [click here](#) and scroll to the "Moment of Zen" section at the bottom.)



## 2 | Shake It Up: The 20-Minute Meeting



In his mid-November "[At the Table](#)" podcast, writer and business advisor Patrick Lencioni once again challenges us to examine the structures around our meetings and possibly introduce the [20-Minute Meeting](#).

Lencioni — who outlined the [four types of company meetings in his book, Death by Meeting](#) — suggests that there's value in shaking up the routine meeting habits that we all fall into. Rooted in the concepts of time blocking (or time "boxing," if you prefer), the concept is similar to one used in scrum methodology in the project management world.

Your challenge: before the end of the year, take a traditional 60-minute meeting and see how it looks in just 20 minutes. There's a chance you just picked up 40 minutes in your day.

## 3 | Odds and Ends

- One dollar and eighty-seven cents. It's time for your yearly reminder to read O. Henry's timeless holiday classic, [The Gift of the Magi](#).
- Lego made the [Home Alone house](#).
- The December solstice is Tuesday, December 21. You and your family can celebrate with the folks from the [American Swedish Institute](#).
- The BBC's [most striking images of 2021](#) will move you.



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