



TAKE 10 PLANNING METHOD



**How do you eat an elephant? One bite at a time.
How to you create a productive week? 10
Minutes at a time!**

Planning out large tasks can seem overwhelming! Whether it's reviewing appointments, planning marketing campaigns, reorganizing old leads, working your personal life around your career, etc., you can do it in a less stressful way!

How do successful people do it? One step at a time.

When you take a large task and break it down into individual manageable blocks you can start to see the finish line!

10 minutes

½ a sitcom (sans commercials)
10 bags of minute rice
3 songs

Sample Tasks:

- Planning your week
- Updating your CRM
- Reviewing past leads
- Creating marketing campaigns
- Planning your appointments
- Scheduling your social media posts
- Cleaning your desk
- Any other task you have been putting off!



*“Every minute you spend in planning saves 10 minutes in execution; this gives you a 1,000 percent return on energy!”
Brian Tracy*



How can I do this 10-minute thing?

Use these 4 simple steps:

1. Get the tools you need depending on the task (example: planner, to-do notebook, etc.)
 2. Set your timer to 10 minutes (your phone has a timer)
 3. Pick a place to perform this task
 4. And GO!
- Don't look at social media
 - Don't check your emails
 - Ignore your notifications
 - Don't answer the phone (*"But what if a client calls?"* Call them back in 10 minutes. That is a very reasonable call back time. Stop making excuses.)
 - Make the most of the 10 minutes

TIPS:

Music has been proven to boost productivity.

Make a play list. Pick 3 motivating songs (or 10 minutes worth of songs), put on some headphones, and knock out that task! If you already have a playlist you like, use that one plus your 10-minute timer.

Still motivated after 10 minutes? Keep going! You can go longer if you choose!

Not done? Perform another 10-minute session later in the day/week/month!

This works for your personal life as well! Need to clean your garage? Do it in 10-minute segments!



More content, ideas, and connections at the Medicare Café Agent's Facebook Group!

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