



TAKE 10 PLANNING METHOD



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

Planning out large tasks can seem overwhelming! Reviewing appointments, planning marketing campaigns, reorganizing old leads, working your personal life around your career, etc.

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 average 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?

Glad you asked! 4 simple steps:

1. Get what tools you need depending on the task
 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! Or use an existing playlist and use your 10-minute timer.

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

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

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



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

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