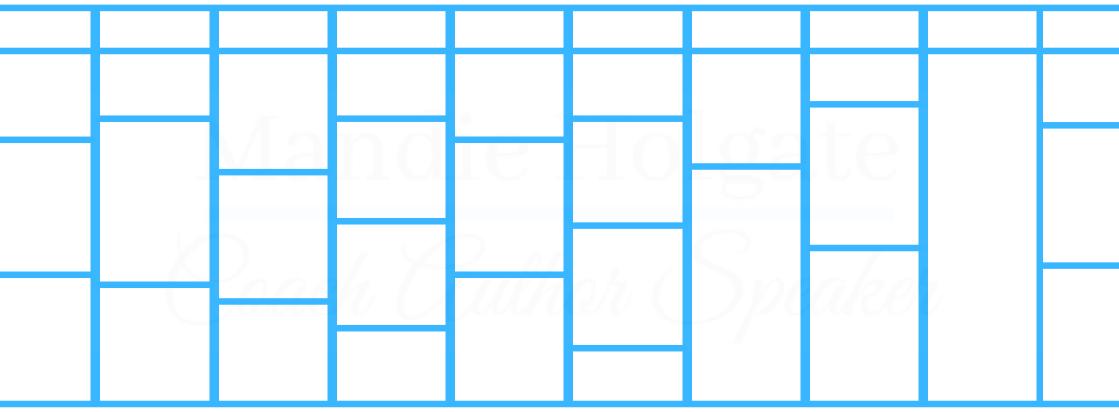
## 10 DAY WEEK - TIME MANAGEMENT

## **Rules**

- 1. Add tasks in this order ONLY; Money making jobs, Time sensitive, Follow up, business growth/marketing, admin.
- 2. Before you start consult your diary so you know how many hours you *actually* have each day.
- 3. Only add 3 to 5 actions per day.
- 4. Consider blocking time for calls and/or no interruption working blocks of time. Turn off all distractions!
- 5. Notice what didn't get completed what beliefs do you hold around that task? What stopped you perceiving it as essential/urgent? Accordingly ditch it or deal with your mindset, skillset and action plans related to that task.



## To Consider;

When are you most likely to be disturbed? When are you most productive? What do you allow to distract you?

Do you have a powerful communications policy and do you communicate this?

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