

# 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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