

BMAYS

10-MINUTE MOMENTS

Block out the chunks of time that you will complete big stuff and distinguish what you will accomplish during your 10 minute moments.

Need a little inspiration?

Here are a few things you can accomplish during your 10-minute moments.

HOUSE STUFF

- load/unload the dishwasher
- choose a room and do something (pick up everything off of the floor, sweep, dust, straighten up etc...)
- fold a load of laundry
- put away the clothes you just folded
- start a load of laundry
- prep for a meal (chop veggies, season meat, etc...)
- get in some quick exercises and/or stretches

BUSINESS STUFF

- brainstorm ideas for blog posts
- load a few more tweets/posts in your social media management software
- handle small finance tasks (sort receipts for the day, input new information in accounting software, etc...)
- add a few items to your online portfolio
- retweet some of your favorite tweets
- like and comment on other's posts

BREAK STUFF

- call someone you haven't talked to in a week or more, but say you only have 10 minutes
- check your personal social media accounts
- listen to some music
- watch something funny on Youtube
- spend time with someone who would want your attention (spouse, kids, girl/boyfriend, etc...)
- play a quick game online or with cards

Thursday , 07 / 23 / 15

Time	Big Tasks & 10 Minute Moments	
EX: 7:00 - 9:00	Main Task: <i>Complete logo design for blogger</i>	10 Minute Moment: <u><i>unload the dishwasher</i></u> 10 Minute Moment: <u><i>reply to as many emails as possible</i></u>
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