

Small Bites, Big Impact

The next few weeks are going to get busier. With holidays at home and year-end goals at work, how can you manage all the things you need to do? By breaking your tasks into smaller, more manageable bites, you can achieve more than simply trying to tackle huge goals with limited time.

Break your larger tasks down into bite size pieces that you can complete when you have time over the next few busy weeks.
















5 minute tasks: great to do while waiting for coffee, in between meetings, etc.

10 minute tasks: set a timer for a quick burst of focused productivity.

20 minute tasks: that one big thing you want to tackle today.

YOUR POWER HOUR

Plan 60 minutes of productivity into your daily routine this week.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 5 MINS	 5 MINS	 5 MINS	 5 MINS	 5 MINS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 10 MINS	 10 MINS	 10 MINS	 10 MINS	 10 MINS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 20 MINS	 20 MINS	 20 MINS	 20 MINS	 20 MINS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>