

The '10 Time' Time System

Name: _____ Date: _____

The 10 Time Time System is designed to cause productivity breakthroughs on things that matter most.

It can be added to any time or productivity system already in use. It requires three simple but often overlooked assets or capabilities:

- crystal clear identification of the very highest leverage activity
- engineering that activity in moderately short bursts at the optimal time of performance
- using a unique set of carefully constructed supports to promote, protect and defend that activity

Finding your '10 Time'

In the first column:

- list the activities that consume most of your time

In the second column:

- Identify if each activity is Low Leverage (1-6); High Leverage (8-9); Transformative (10). Notice that there is no '7.' That's because it's usually indecisive.

Activity	Leverage

It's possible that most activities which were useful or necessary, are holding you back. Many entrepreneurs hold on to Low Leverage activities. Work toward doing one of three things with them: automate, eliminate or delegate.

It's common to have just a very few High Leverage or Transformative activities. Circle the top three or four from the list above.

Now, identify your '10.'



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This is how I'll set it up in advance:

This is how I'll prevent interruptions and distractions :

My 10 Time Activities:

When:

When I'm Done, I will:

These are the tools and technologies I'll have available and ready:

These are critical delegations:

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Scheduling an Appointment with Your '10 Time'

Two critical factors affect performance:

Energy management

When matters. Mental focus, clarity and creativity fluctuates wildly throughout the day, but generally for predictable causes. You may need to experiment.

Psychological flow

'Flow states' - those high performance periods of super-performance - arise when the challenge is neither too easy, which causes boredom, or too hard, which causes frustration. Learn to approach each task in that zone, if possible.

Five Days of '10 Time'

I will schedule 10 Time for the next week on:

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Next Step Action Planner

What?	Who?	When?

Notes:



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