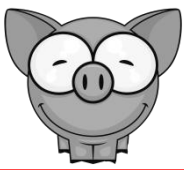




Ten Minute Tasks Planner



10 Minute Tasks

Main Tasks for Today

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Priorities

- _____
- _____
- _____
- _____

Fun Tasks

- _____
- _____
- _____
- _____

Business Tasks

- _____
- _____
- _____
- _____

Health Tasks

- _____
- _____
- _____
- _____

House Tasks

- _____
- _____
- _____
- _____

Self Tasks

- _____
- _____
- _____
- _____



10 Minute Tasks

Main Tasks for Today

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Priorities

- _____
- _____
- _____
- _____

Fun Tasks

- _____
- _____
- _____
- _____

Business Tasks

- _____
- _____
- _____
- _____

Health Tasks

- _____
- _____
- _____
- _____

House Tasks

- _____
- _____
- _____
- _____

Self Tasks

- _____
- _____
- _____
- _____



Main Tasks/Priorities

Self Tasks

Mon

Tues

Wed

Thurs

Fri

Sat

Sun



Business Tasks

Fun Tasks

Mon

Tues

Wed

Thurs

Fri

Sat

Sun



Health Tasks

House Tasks

Mon

Tues

Wed

Thur
s

Fri

Sat

Sun



Accomplishments



Date: _____

Affirmation _____

Today's Tasks:



Things I am Grateful For:

How I Feel Today

Business Tasks



1. Write a journal entry
2. Write notes
3. Clean your monitor
4. Delete messages from your inbox
5. Reply to emails
6. Reply to comments on your blog
7. Check your bank or PayPal account
8. Brainstorm ideas for your blog
9. Brainstorm ideas for an upcoming sale
10. Tidy your office desk
11. Write a To Do List
12. Write a thank you email to your customers
13. Write an email to your list
14. Book appointments
15. Schedule out social media posts
16. Clean up your desktop files
17. Delete zipped folders you have unzipped
18. Research business tools/software
19. Create a new social image using Canva or Pic Monkey
20. Set up some instant messages on your FB page
21. Update an email sequence
22. Read a training manual
23. Load up your printer with paper
24. Print off your to do lists & other printables for the week
25. Take a lesson of that ecourse you purchased
26. Spend time reflecting on your goals and adjust them
27. Set goals
28. Clean your keyboard

	✓

Fun Tasks



1. Start a journal
2. Start your bucket list
3. Enjoy a coffee or tea
4. Call a family member
5. Send a text message
6. Sit outside and enjoy the fresh air
7. Open windows and air out a room
8. Play with the baby
9. Enjoy the sunrise
10. Enjoy the sunset
11. Watch the birds on your bird feeder
12. Spend time with your toddler
13. Look through photos
14. Enjoy the silence
15. Bounce a ball
16. Take photos
17. Play with your dog or cat
18. Read to your child
19. Send out ecards
20. Make plans for the weekend
21. Sit still and do nothing
22. Draw a picture
23. Color a picture
24. Look up some jokes
25. Put on a song
26. Sing with your kids
27. Call or text your spouse at work
28. Tell someone how much you love them
29. Cuddle your child or pet

	✓

Health Tasks



1. Burn some calories
2. Count how many jumping jacks you can do
3. Make breakfast for your spouse/partner/friend
4. Massage your feet
5. Walk to the mail box
6. Drink a big glass of water
7. Exercise
8. Meditate
9. Enjoy a smoothie
10. Jump on a trampoline
11. Sit on your porch swing
12. Walk barefoot outside
13. Play in the snow
14. Think happy thoughts
15. Write for 10 minutes without stopping
16. Make lunch
17. Record your meals for the day

	✓

House Tasks



1. Pay a bill
2. Put on a load of laundry
3. Pick up items on the floor
4. Tidy up the kitchen
5. Start dinner in the instant pot or crock pot
6. Organize an area of your home
7. Organize a closet
8. Water your plants
9. Pay a bill online
10. Clean out your car
11. Clean out the toybox
12. Prep dinner
13. Sweep your front porch
14. Clean a bathroom
15. Pick up books
16. Lay out clothes for the next day
17. Fold and put away the laundry
18. Purchase daily items online
19. Write a shopping list
20. Dust one room or floor of your home
21. Fill up the bathrooms with toilet paper
22. Load the dishwasher
23. Unload the dishwasher
24. Vacuum one floor
25. Clean the entry way or mud room
26. Clean out a litter box
27. Change sheets on your bed
28. Organize leftovers in your fridge
29. Plan out meals for the week
30. Organize homework books
31. Plan after school activities

	✓

House Tasks



1. Clean your front door
2. Dust your home
3. Peel veggies for dinner
4. Marinade meat for dinner
5. Whip up a batch of muffins
6. Organize your coupons
7. Clean out the medicine cupboard
8. Start an inventory list for each room
9. Match up socks
10. Wash the dishes
11. Clean the microwave
12. Clean out/organize the fridge
13. Dust light fixtures
14. Change the furnace/AC filter
15. Mop the kitchen floor
16. Clean all the mirrors
17. Empty the trash
18. Put items into the recycle bin
19. Set the table for your next meal
20. Fold napkins
21. Top up your baking ingredient bins
22. Pick a new recipe to try out
23. Clean out one drawer in a room
24. Clean out your pantry

	✓

Self Tasks



1. Tidy up your jewelry box
2. Play a game of cards
3. Start a packing list for your vacation
4. Pick a new recipe to try out
5. Read a motivational quote
6. Read a poem
7. Watch a video
8. Grab a blanket and sit on the couch
9. Practice a new skill
10. Make a snack
11. Read a book on Kindle
12. Create a reading wish list
13. Write a reminder for upcoming birthdays and anniversaries
14. Plan out your day
15. Pray
16. Take a shower
17. Fix your hair
18. Eat lunch
19. Clean out your wallet or purse
20. Read
21. Take a power nap
22. Delete old text messages
23. Chat on Skype with a friend/client/customer/family member
24. Catch up on overdue tasks

	✓