



10 min

The  
Power  
of

Tasks



Piggy Makes **BANK**

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## About the Authors

Tracy Roberts & Susanne Myers are best friends that- after many years of working separate websites alongside each other – finally decided to combine their skills to create a Private Label Rights business that allows them run a business that supports their lifestyles.

When you put the two of them together you get a powerhouse with over 16years of experience in writing, marketing & customer service. And that's what makes PiggyMakesBank.com one of the best PLR sites available to you today.



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# What Are Ten Minute Tasks?

Have you come across the concept of ten minute tasks? If not, get ready to get more done with this simple concept. The idea is to break everything you need to do down into small tasks that can be accomplished in ten minutes or less.

Breaking things down into small chunks like this has a lot of advantages that we'll cover throughout this short report. It forces you to get very clear on what your next step is. And the next one. You get the idea. And because the tasks are so small, and take little time you can fit them in anytime, anywhere.

- **Got ten minutes before you have to head out for work?** Check something off your list.
- **Got ten minutes left on your lunch break?** Check something off your list.
- **Too tired to work?** Pick one ten minute task and make some progress even on an off day.
- **Working around little kids?** Give them a coloring book or a box of Legos and put those ten minutes of relative quiet to good use.
- **Watching TV?** Use the 10 minutes of commercials during your typical one hour show to sneak in some work.

I'm sure you get the idea.

Once you get into the habit of looking for ten minute opportunities, you'll be surprised how many of them there are. Taking advantage of these small pockets of time add up to big progress.

While we will focus on tasks that will help you *grow your online business* throughout this report, this concept works for all areas of your life.

Use ten minute tasks to clean or declutter your house. Use them to start a garden, or write that novel. Use ten minute tasks to learn a new skill or new language.

The sky's the limit with this simple, but powerful concept.

# Why Ten Minutes?

Why are we suggesting you work on tasks for ten minutes at a time? The number is somewhat arbitrary but we've chosen that as a starting point.

After you give this a try, feel free to play with it and see if fifteen or even twenty minutes work better for you. In our experience, ten minutes works well for most people.

**10 MINUTES**



It allows you to take advantage of those little pockets of time that you would otherwise waste. It also forces you to break any task into small chunks.

This makes you look at each project in a different light. When you know you only have 10 minutes you can better break tasks down to the most basic steps.

What do you need to do first? What comes next, and so forth.

You get a pretty good idea of the overall workflow and you never have to stop yourself and question

what you should be working on. Instead, it's a matter of looking at your task list, picking something and getting to work for ten minutes or so.

All that said *the ten minute time frame is flexible*. If you have fifteen minutes, get to work. If something takes you a little longer, that's okay. Think of the ten minute tasks as a rough guideline and make those minutes work for you.

Fun fact while we're on the topic of ten minutes. We kept this report short and to the point. You should be able to read it in ten minutes or less. In other words, by the time you get to the end, you will have completed your first ten minute task.

# Use Ten Minute Tasks To Cut Through Overwhelm And Procrastination

We all have good days and bad days. Sometimes we are getting more done than we thought possible. Other days not so much. The goal with being more productive is to find ways to tap into whatever it is that makes us get more done on the good days.

Ten minute tasks can help us do that by cutting through the overwhelm. When we know what we should be doing and know we can get it done in little time and with little effort,

we're more likely to do it instead of cleaning the fridge or scrolling through Facebook.



Whenever you find yourself overwhelmed with a project, make the 10 Minute Task strategy work for you.

When you force yourself to break a big project down, it will seem more manageable. This will happen for a couple of different reasons.

The first and most obvious one is that you're breaking something big into small steps. Each of these smaller steps or

tasks is more doable.

Let's look at an example: Say you want to write a novel and you already have a pretty solid idea for it. But...you still need to figure out how to go from idea to 80,000 words written because that's a lot of words. If just thinking of it that way seems overwhelming, break it down into ten minute tasks.

Start by coming up with a rough idea for how many chapters you want to write and how many words per chapter.

Let's say you go for 4,000 words per chapter. That would mean your book will have 20 chapters. So the first and obvious division will be to focus on one chapter at a time. You're going from 80,000 words to 4,000 words which already seems more achievable. But we can do better.

With a little practice and an idea of what you want to write about, *you should be able to write 400 words in ten minutes or less*. Each chapter can be broken into 10 ten-minute tasks. You can do that in a day, or if that seems like too much, make it a goal to write two or three of them per day and then work up to more.

Spending ten minutes to write the next 400 words in your story doesn't seem overwhelming, does it?

It's also something you can talk yourself into doing when you don't feel like writing. That's how ten minute tasks can help you cut down procrastination.

Setting a timer will too. Sit down, make sure you have everything you need to write and start a ten minute timer. You won't be tempted to check your email, or social media, or go get a cup of coffee until those words are on the page.

Rinse and repeat until you reach your daily goal or until you can't work anymore.

# Use Ten Minute Tasks To Boost Your Productivity

Can you see how breaking things down into ten minute tasks will help boost your productivity? You won't be wasting time procrastinating or shutting down because you feel overwhelmed. Instead you know what to do and you sit down and get it done - ten minutes at a time. That alone will give you a great boost in productivity, but it doesn't end there.

The process of setting your goals and breaking them down into manageable chunks makes you think through them from beginning to end. That means you have a good idea of what it will take to get it done. It also makes you consider your best course of action.

All of this helps you stay more productive. You won't have to backtrack as much or as often. You're less likely to make mistakes. And most importantly, you won't waste precious time and mental energy on busy work that makes you feel productive without getting anything real done.

Last but not least this concept of ten minute tasks encourages you to be consistent. Even on a bad or super busy day you can find ten minutes to do something to move you in the right direction. All this focused work adds up quickly.

Don't be surprised if you reach your goals and complete your projects sooner than expected. It's one of the big perks of this deceptively simple strategy.



# How To Create Your Very Own Ten Minute Tasks

Now that you know a little something about what ten minute tasks are and how they can help you get more done, it's time for you to create some of your own.

Start by thinking about what area in your life you want to be more productive in. It could be around the house, in your job, building up your side hustle. Or it could be your health, friendships, or your relationship with your spouse and kids. Pick one area and then set one or two goals for yourself.

Break those goals down into smaller milestones and then individual steps. Can you complete each step in ten minutes or less?

Great. Those are your first ten minute tasks. If they take longer, that's okay. Break it down further until it becomes a small, manageable task.



Sometimes you don't know how long something will take you until you get into it. That's okay too. Start with your best guess. Then adjust as needed. This is a work in progress. And remember, these ten minute tasks are a tool. Make them work for you.

If that means turning them into five minute tasks or one hour tasks, that's okay just use what works best for you. The ten minute tasks strategy is a framework, a place for you to start from on your own journey toward a more productive and more successful version of yourself.

Check out the 10 Minute Planner we've put together for you as an additional tool.

Last but not least, remember to take some time off to enjoy the fruits of your labor. At the end of the day, increased productivity is only one side of the coin. We want to get

more done in less time so we have more time for the people and things we enjoy the most. Don't get so caught up in work and improvement that you forget about this.

## We Have An Idea ...

We have an idea for a series of short, low cost training built around the concept of ten minute tasks. The first would be around list building and focus on how you can grow and maintain an email list and engage with them in ten minute chunks.

This blog post, [“10 Minute List Building Tasks”](#) gives you a little taste of what we'd be covering. The idea is to go more into depth on the 'how-to' of the tasks mentioned. We'd be here to answer questions during the course and act as accountability partners while you get into the habit of making use of those little pockets of time we all have in our day.

What do you think?

Shoot us an email at [piggymakesbank@gmail.com](mailto:piggymakesbank@gmail.com) and let us know if this is something you might be interested in.

