

Focus Sprint Method

CHEAT SHEET

This method simplifies time and task management with a single, simple tool: a timer. Try this effective step-by-step method for using this tool to maximize your productivity.

For more details on using this method, read [this article A Simple Technique to Help You Accomplish More](#)

Choose Your Timer

- The title, "Focus Sprint Method," is based on the classic kitchen timer, but any timer will do. You may benefit from a physical device that you can set and reset manually. [Love this one.](#)
- Alternately, you may prefer a software application that offers greater automation. Your cell phone works as well.

2. Track Your Sessions

- Use a sticky note, notepad, piece of scratch paper, or your computer.
- A spreadsheet program such as Excel can work nicely.
- Use check boxes to track every session that you complete.

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3. Set Your Timer for 35 - 40 Minutes

- While the timer is running, work without distractions.
- A Focus Sprint session can be stopped if you must, but it cannot be paused or restarted.

4. Take a Quick Break

- When the timer goes off, stop what you're doing and take a break.
- Your break should last at least a 10 minutes, but not much longer.

5. After Three Sessions, Take a Longer Break

- When you've completed three successful Focus Sprint sessions, take a longer break.
- Now is a good time for a 30-45 minute rest.
- You may find it refreshing to have a snack, meal, or even a short nap to recharge before beginning again.

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Hey there, I'm Ann Rusnak, creator of the Simplify Your Success System™ for busy, frazzled entrepreneurs.

Let me tell you something crazy.

Picture this: I'm hustling round the clock, phone calls and meetings are my oxygen, and then BAM! I collapse - right on my kitchen floor, getting ready to take my daughter to school.

It was terrifying: my daughter's panic, the blaring ambulance, the cold smell of a hospital room.

That day, I learned the hard way, success isn't about non-stop work. It's about balance. Now, I'm working smarter, not harder, and my business thrives more than ever.

Want to explore this path?

Schedule your **free Unstoppable Success Breakthrough Session**. Click the button below. Together, let's bring balance to your health, your time, and your business.

Free Breakthrough
Session

