

Jan Wallen

- ✓ Do you get up every day and go to work, and really wish you were doing something else?
- ✓ Or you say, “When I have time, I’ll . . .” – and you never seem to have enough time?
 - ✓ Or you have things on your ToDo List that never seem to get done?
 - ✓ . . . and you’re running like crazy and stressed all the time?

And you’d love to have more time & less stress in your day – even if you only have 10 minutes?

Good News!

It’s easier than you think!

Print out this document – both sides. Then treat yourself to a cup of tea and a quiet place for 10 minutes. Or wake up 10 minutes early and enjoy quiet time for yourself. It’s even better if you go somewhere beautiful and relaxing, or for a walk, so you get away from the daily details of life.

Step #1 -- Fill out page 2 quickly. Do not think too hard! The answers that come to mind ASAP are the best.

Step #2 -- Read page 3, and look at your answers. What do they tell you?

Step #3 – Write your Action Plan

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Write and answer:

If you had **10 minutes**, what would you do that will be fun and relaxing?

If you had **30 minutes**, what would you do that will be fun and relaxing?

If you had **60 minutes**, what would you do that will be fun and relaxing?

If you had **1/2 day**, what would you do that will be fun and relaxing?

If you had **1 day**, what would you do that will be fun and relaxing?

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Good work!

Now, read this, and look at your answers – **AFTER** you’ve filled out page 2. **Really!** If you haven’t filled out your answers yet, do it now.

Your mind and heart and intuition tell you exactly what’s best for you. **Look at your answers. What do they tell you?**

1. Do you have more than one answer that’s about **going away** somewhere?
 - ✓ ***A vacation or a day trip will do wonders for you***
 - ✓ Buy a travel magazine and look at the pictures if you only have 10 minutes
 - ✓ Do Internet research for a vacation you want to take – even if it seems like a dream now
 - ✓ Learn to do something outside the box for you – like rock climbing, hiking, painting
 - ✓ Find something fun – even adventurous! -- for you that takes you away from the daily details of life

2. Do you have more than one answer that’s about **reading, or being quiet, or staying home**?
 - ✓ ***Making time to stay home will do wonders for you.*** If travel is part of your work:
 - ✓ Go to – or set up – a quiet space for yourself where you can read a book or magazine, or sit and daydream
 - ✓ Do routine things when it’s quiet – like picking up around the house, your calendar and planning. Getting up a few minutes early or going to be a few minutes later
 - ✓ Cluster your calendar activities so that you’re not rushing from one thing or one place to another
 - ✓ Take a short walk by yourself, and short, quiet breaks during hectic days

3. Do you have more than one answer that’s about **family, friends, or going out for meals**?
 - ✓ ***Socializing with friends and family will do wonder for you.***
 - ✓ Call a good friend and meet for coffee or tea or a glass of wine after work
 - ✓ Decide that one day of the week will be your “meet new people” day. Meet new people at work, or via social media, and build relationships
 - ✓ Set time each week to catch up and be with family and good friends, even if it’s by phone or Skype
 - ✓ Invite friends and family to come over, or go out for a meal, and don’t rush it.

Now you have a map for doing what’s best for you – and doing those things will make you feel as though you’ve had a vacation, even if it’s only been for 10 minutes or 1 hour.

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Your Next Action Steps

Top 3 Action Steps for the next 7 days:

- 1
- 2
- 3

Top 3 Action Steps for the next 30 days:

- 1
- 2
- 3



Jan Wallen inspires, encourages and guides professionals, entrepreneurs and salespeople who want to be in a different place in 3 years or less. Many get up and go to work every day, and really wish they were doing something else. Some start out in under-challenging positions with no upward path, others have achieved their goals and want to do something bigger. She accelerates the pace of reaching their goals, so they achieve them faster and more easily than they would if they were working alone.

Jan has orchestrated several career changes – from corporate sales to selling skills consultant and advisor, to author, to social selling and social media expert, thought leader and media authority. With her career in sales and then social media, it was natural for her to meld them together into Social Selling. She is the author of *The New Social Selling Revolution*, and created the *Social Selling Blueprint* so that salespeople and entrepreneurs can use social media to generate more leads and get more clients (www.JanWallen.com).

Because of her up-to-date knowledge and areas of expertise, Jan's professional advice and expertise are sought after and sourced by publications and media including: NBC, ABC, CBS and Fox News, Business News Daily, the Business Insider, Entrepreneur Podcast Network and radio shows including Into Tomorrow and BlogTalk Radio (Lead Generation and Prospecting) and Significant Business Results (The New Social Selling Revolution).