



THE 10/15 SPLIT

The 10/15 Split is a quick daily check-in and check-out process. The key to getting the 10/15 Split going is actually the evening check-out rather than the morning check-in. That's why it gets a bit more time, but it's also because you're asking yourself harder questions.

15-MINUTE CHECK-OUT

What did you accomplish today? Include tasks you checked off, boundaries upheld, interesting conversations, new ideas that got you excited — list all your wins, big and small!

Is there anything that you need to do right now to be able to disengage?
What can you do tonight to set yourself up for tomorrow? What breadcrumbs can you leave yourself?

When do you need to do the things that you didn't get done today?
Schedule the time on your calendar and let it go for tonight so you can get some peace.

10-MINUTE CHECK-IN

Has anything significant changed between now and the last check-out?
Something unexpected come up? Adjust your schedule (and your expectations) accordingly.

What did you plan for today? Review last night's check-out - you probably had a better sense of action steps then than you do right now.

What is the one thing you are going to start on right now? Better to make progress on one thing than shuffle through a few projects and not make real progress on any of them.