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I've been using a 5 minute to-do list and I love it!

1 message

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To: Laura <laura@50by25.com>



When we moved into our house in September we new that there would be more things to do on a regular basis to both take care of the house and make bigger changes to it. We didn't want home maintenance and trips to the hardware store to take over our lives like it did with our first home in Baton Rouge.

Adam suggested we do one mini project a week so they didn't build up or feel overwhelming. That has worked great for true house projects, but we needed a system for the tiny tasks that make up bigger projects or simply occur in everyday life.

I started a *5 minute task* note in my phone so I could both remember and tackle all the little things that were adding up in our week. That was 6 months ago and it's still been working for me. The biggest factor is that it's mobile. Since it's on my phone I can pull it up anywhere. It helps me keep on top of household chores and remember specific supplies when we do make it to the hardware store. The biggest benefit?

I have found really surprising times to tackle the tiniest projects.

I'll be waiting for adam to finish getting ready for date night and I'll quick grab the

screw driver to tighten a few hinges.

I'll have 10 minutes between dinner and my evening shows that gives me just enough time to sort the dirty clothes and put a load in the wash.

I'll be waiting for a meeting to start and have a few minutes to order [this book](#) on Amazon.

I'll arrive somewhere early and sit in the car for a few minutes to read reviews on products I'm researching.

Now most of these things no longer take reminders, but that's because I'm so used to my list now. I have the habit of doing quick tasks with a spare minute of down time. I still keep and check my list for progress on bigger projects. These lists also come in handy when I don't have any mental energy left to decide what to do. When I'm exhausted, emotional or mentally drained, but still want to get stuff done - I check my list!

It feels so good to know that on an (almost) daily basis we're making progress on our goals and keeping our regular life in check.

In this week's Small Change Cheat Sheet I'll teach you how to make your own list, what to put on it and how to use it.

If you find yourself constantly saying *there isn't time!* then you need to make a 5 minute to-do list. How we feel emotionally when we knock a few off and when exactly they come in handy.

This cheat sheet takes minutes to complete. Do it now before it slides further and further down your inbox.

I pasted both pages into this email so you can read them without opening the PDF. If you click on either page you'll be taken to the PDF to download from Dropbox.

Open your Cheat Sheet by clicking on either page below or by clicking [here](#).

Small Change: **MAKE A 5 MINUTE TO-DO LIST**

THE GOAL

You have an easy-to-use list that you can pull from to help you accomplish a lot in a little amount of time.

Pick your tool.

Choose a mobile system that works for you. An app, the planner you keep in your purse, a piece of notebook paper etc.

CREATE YOUR TO-DO LIST

When you're at home do a quick walk through of your home and note any and all tasks that take 5 minutes or less. (Be honest and realistic with how long a task takes to complete.)

The key is that you should already have all of the tools and supplies needed. If you don't add ordering the supplies as its own 5 minute task.

ADD RECURRING TASKS

Now take 3 minutes, close your eyes, and walk through your average week (or day if it's easier.) Think of recurring 5 minute tasks that happen often. Like emptying the dishwasher, throwing a load of clothes in the wash, wiping the counters, etc. Focus on things that you either keep forgetting to do, or would really love to have done regularly.

Add them to your list. You can keep it all in one column or make two. One for special tasks and one for regular tasks.

No task is too small. Don't discount research, purchasing supplies, or prep-work.

Small Change: **MAKE A 5 MINUTE TO-DO LIST**

PART 2

TWO IMPORTANT THINGS TO PRACTICE

1. Getting in the habit of checking your 5 minute to-do list whenever you have 5-10 minutes of down time. I shared a few examples of this in the email.
2. Adding tasks to this list as you think of them. This list is most valuable when you use it on-the-fly. That's why it's important that it's easy-to-use and mobile.

MY SAMPLE 5 MINUTE TO-DO LIST

research sunscreen
put one load in wash
screw cabinet hinges tighter
order book on Amazon
schedule haircut
make the bed
put floor protectors on dinging chairs
pick up light bulb at ACE

TAKE ACTION NOW

1. Make your to-do list.
2. OR schedule 5 minutes later this evening to make your to-list.
3. Set an alarm to check your to-do list during a time when you usually have 5 minutes.

Have questions? **Reply to this email.**

Want to see how I'm practicing this daily? Follow along on Instagram, **@KTL33.**

You can [download it](#), take a screenshot or jot down your aha's + small changes into your planner. This cheat sheet is meant to be used immediately and easily. No need to print or save for later.

Enjoy!



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