A two-minute start for a task you keep putting off

Shrink the first step, choose a finishable task and leave a note that makes restarting easier.

01 Shrink “sort the paperwork” to a visible first step

Imagine the papers are still in a bag. Choose an action you could start before having to decide what to keep.

Write one physical action

02 Choose the first box for a two-minute start

You have two minutes before leaving. Which planner entry can you finish without waiting for anyone else?

- ▢ Get the entire project approved
- ▢ Open the assignment and copy its first question

03 Leave yourself a restart note

You have to walk away halfway through writing an invitation. What note would make tomorrow’s first ten seconds easier?

Write tomorrow’s starting instruction

Worked answers
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