

Do One Minute Tasks

- Tidy up the windowsills
- Put clean clothes away
- clean a sink bathroom or kitchen
- Go through your emails and get rid of any spam and any subscriptions to shops
- Plan Your day
- Check your bank account
- Clear items away as you go through the day
- Set up for the next week
- Put shoes on shoe rack as soon as you get into your home
- Take your coats and jackets on designated hooks

