



THE 2 MINUTE RULE

STEP 1: IDENTIFY THE TASK

WHAT'S THE TASK YOU'RE AVOIDING OR OVERTHINKING?

STEP 2: LESS THAN 2 MINUTES?

CAN THIS BE DONE IN UNDER 2 MINUTES?

- ☐ YES (*Do it right now. No hesitation*)
- ☐ NO (*Move to Step 3*)

STEP 3: MORE THAN 2 MINUTES?

WHAT'S THE SMALLEST FIRST STEP YOU CAN TAKE?

SET A TIMER FOR 2 MINUTES. START IMMEDIATELY.

AFTER 2 MINUTES, DO YOU FEEL LIKE CONTINUING?

- ☐ YES (*Keep going*)
- ☐ NO (*Schedule it properly and move on*)