

Tiny Habits That Can Make A Big Difference

..... Ordinary & Happy

FOR THE HOME

- Put items away as soon as you're done using them.
- Tidy for 2 minutes before leaving the room.
- Start a donation bag, and add to it throughout the month. Donate it at the end of the month.
- Clean as you cook.
- Declutter one small area each week.
- Have a small basket by the door for things you need to take with you when leaving the house (returns, mail, etc).
- Have a 'one in, one out' rule at home, donating one item for every new item you get.
- Make your bed every day.
- Have a designated spot for your keys.
- Have a 5-minute evening reset before going to bed.

AT WORK

- If something takes less than 2 minutes, just do it now.
- Write down your top three daily priorities the evening before.
- Check emails at set times rather than all the time (if you can).
- Schedule time for focused work sessions without any interruptions (when possible).
- Take quick breaks to move around when you can.

MORE IDEAS

- Reach out to at least one person a day just to say hi or send a kind message.
- Start a gratitude journal and write down one thing you're grateful for each day.
- Leave 10 minutes earlier than you think you need to.
- Listen to people and ask follow-up questions.
- Say thank you when people make an effort.