

secret #6: Dreaded tasks often take less time than you think.

Tasks to Time

Review the list below. Highlight or circle any tasks you dread doing or routinely put off to the last minute. Add any other tasks from your to-do list that fit the same category. Then, pull out your timer and as you perform the tasks on your list, record how long your dreaded tasks really take.

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| * Tidying up / putting away items used today | * Vacuuming |
| * Folding / hanging a load of laundry | * Dusting |
| * Putting a load of laundry away | * Cleaning the bathroom |
| * Ironing one item | * Putting away makeup and other daily use items in the bathroom |
| * Sorting a day's worth of mail | * Unpacking a suitcase |
| * Paying bills | * Taking a load of items to the donation center or calling to schedule a pick-up |
| * Filing a small stack of paper | * |
| * Loading the dishwasher | * |
| * Washing a sink full of dishes | * |
| * Emptying the dishwasher | * |
| * Making a few favorite meals | * |
| * Ordering carryout and waiting for it to arrive* | * |
| * Going out for dinner* | * |
| * Meal planning | * |
| * Making a grocery list | * |
| * Grocery shopping | * |
| * Making a shopping list | * |
| * Cleaning up after meals | * |
| * Cleaning out the refrigerator or freezer | * |

* These tasks are on the list so you can see how long they take in comparison to cooking at home.