



10 Minute Tasks

Parkinson's Law. It's the old adage that "work expands so as to fill the time available for its completion". Perhaps you've heard it this way...*If you wait until the last minute, it only takes a minute to do* or maybe even...The amount of time that one has to perform a task is the amount of time it will take to complete the task.

It all comes down to the same thing....the longer we put something off the longer it takes. How to get over that hurdle is what we'll be talking about

1. Write a journal entry
2. Enjoy a coffee or tea
3. Take a power nap
4. Call a family member
5. Send a text message
6. Pay a bill
7. Put on a load of laundry
8. Pick up items on the floor
9. Sit outside and enjoy the fresh air
10. Open windows and air out a room
11. Tidy up the kitchen
12. Play with the baby
13. Burn some calories
14. Count how many jumping jacks you can do
15. Start dinner in the instant pot or crock pot
16. Eat lunch
17. Clean out your wallet or purse
18. Read
19. Write notes
20. Organize an area of your home
21. Enjoy the sunrise
22. Enjoy the sunset
23. Watch the birds on your bird feeder
24. Clean your keyboard
25. Clean your monitor or phone screen
26. Delete messages from your inbox
27. Plan out your day
28. Pray

29. Take a shower
30. Fix your hair
31. Organize a closet
32. Water your plants
33. Pay a bill online
34. Clean out your car
35. Clean out the toybox
36. Spend time with your toddler
37. Prep dinner
38. Look through photos
39. Make breakfast or lunch for your spouse/partner/friend
40. Enjoy the silence
41. Bounce a ball
42. Massage your feet
43. Sweep your front porch
44. Clean a bathroom
45. Pick up books
46. Lay out clothes for the next day
47. Fold and put away the laundry
48. Purchase daily items online
49. Write a shopping list
50. Dust one room
51. Tidy up your jewelry box
52. Fill up the bathrooms with toilet paper
53. Reply to emails
54. Reply to comments on your blog
55. Check your bank or PayPal account
56. Load the dishwasher
57. Unload the dishwasher
58. Vacuum one floor
59. Clean the entry way or mud room
60. Brainstorm ideas for your blog
61. Brainstorm ideas for an upcoming sale
62. Take some photos
63. Play with the dog/cat
64. Clean out a litter box
65. Change sheets on your bed
66. Tidy your office desk
67. Write a to do list
68. Read to your child
69. Write a reminder for upcoming birthdays and anniversaries
70. Send or schedule online cards
71. Write a thank you email to your customers
72. Write an email to your list
73. Book appointments
74. Organize leftovers in your fridge
75. Schedule out social media posts
76. Delete old text messages

77. Plan out meals for the week
78. Organize homework books
79. Plan after school activities
80. Make plans for the weekend
81. Chat on Skype with a friend/client/customer/family member
82. Catch up on overdue tasks
83. Sit still and do nothing
84. Clean out your pantry
85. Clean out one drawer in a room
86. Clean up your desktop files
87. Delete zipped folders that you have unzipped
88. Read a book on Kindle
89. Create a reading wish list
90. Research business tools/software
91. Create a new social image using Canva or Pic Monkey
92. Clean your front door
93. Dust your home
94. Peel veggies for dinner
95. Marinade meat for dinner
96. Whip up a batch of muffins
97. Organize your coupons
98. Clean out the medicine cupboard
99. Start an inventory list for each room
100. Draw a picture
101. Color a picture
102. Match up socks
103. Wash the dishes
104. Clean the microwave
105. Clean out/organize the fridge
106. Dust light fixtures
107. Change the furnace/AC filter
108. Look up some jokes
109. Put on a song
110. Sing with your kids
111. Call or text your spouse at work
112. Tell someone how much you love them
113. Practice a new skill
114. Make a snack
115. Mop the kitchen floor
116. Clean all the mirrors
117. Empty the trash
118. Put items into the recycle bin
119. Set the table for your next meal
120. Fold napkins
121. Top up your baking ingredient bins
122. Grab a blanket and sit on the couch
123. Cuddle your child or pet
124. Walk to the mail box

125. Set up some instant messages for your FB page
126. Update an email sequence
127. Watch a video
128. Read a training manual
129. Load up your printer with paper
130. Print off your to do lists & other printables for the week
131. Take a lesson of that ecourse you purchased
132. Spend time reflecting on your goals and adjust them
133. Read a motivational quote
134. Read a poem
135. Drink a big glass of water
136. Exercise
137. Pick a new recipe to try out
138. Start your bucket list
139. Start a journal
140. Play a game of cards
141. Start a packing list for your vacation
142. Meditate
143. Enjoy a smoothie
144. Jump on a trampoline
145. Sit on your porch swing
146. Set goals
147. Write for 10 minutes without stopping
148. Walk barefoot outside
149. Play in the snow
150. Think happy thoughts

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