

# The One-Minute Rule

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# Learning Outcomes

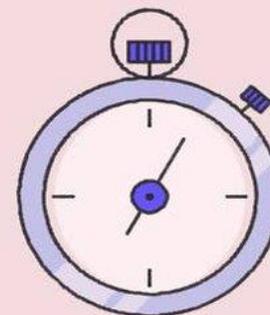
- Understand how to do the one-minute rule
- Recognize the areas to organize and declutter
  - Academic space: Study/work desk
  - Personal Space: Bedroom
  - Environmental Space: Kitchen, living room
- Apply the one-minute rule to areas of daily life

# What is the “One-Minute Rule”?

- Gretchen Rubin is responsible for coining "The One-Minute Rule" she explains "if you can do a task in less than a minute, do it!" (Rubin, 2015)

## The One-Minute Rule:

If it takes less than one minute, just do it right now.



Burnette, Zoe/ Nifty on BuzzFeed (2018)

# The Benefits of Using the “One-Minute Rule”

Keeping all those small, nagging tasks under control makes you more serene, and less overwhelmed (Rubin, 2019)

- Allows more time for bigger tasks
- Enhances organization
- Reduces stress
- Cultivates proactivity + productivity
- Improves feelings of happiness throughout the day
- Helps cut down overly complicated decisions

## Where Can it be used?

The One-Minute Rule can be applied anywhere at any time (Rubin, 2015)

- Academically
- Environmentally
- Home Organization
- Daily Routine



Mollon, Alice/ IDEAS.TED (2019)

# How can the “One-Minute Rule” be applied: Academically

- Answer an email
- Glance over a syllabus
- Putting books away
- Schedule an event on your calendar
- Read instructions on an assignment
- Create citations as you find them
- Declutter your working space



# How can the “One-Minute Rule” be applied: Environmentally

- Making your bed
- Putting dirty clothes in the hamper
- Throwing out the trash
- Washing a few dishes
- Putting a load of clothes in to wash
- Putting your shoes away



# Example: One Minute Rule-After School

Finish your class/work for the day:

- Plug in your computer
- Organize your workspace
- Organize your backpack/bag
- Check your calendar
- Gather reading materials
- Eat a snack



## Example: One Minute Rule: Arriving Home

- Place your keys where they belong
- Place your wallet/purse/backpack where it belongs
- Hang up your coat/jacket
- Put your shoes where they belong
- Sort the mail and throw away junk mail
- Plug in electronics (computer, headphones, tablets, phones, etc.)



# References

Burnett, Z. (2018, February 21) *I Lived by the One-Minute Rule For an Entire Week* (image) Nifty on BuzzFeed.  
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Rubin, G. (2006, December 15). Need a simple and effective way to get your life under control? Try the one-minute rule. *Gretchen Rubin*  
[https://gretchenrubin.com/2006/12/need\\_a\\_simple\\_a/](https://gretchenrubin.com/2006/12/need_a_simple_a/)

Rubin, G. (2015) *Better Than Before: What I Learned About Making and Breaking Habits to Sleep More, Quit Sugar, Procrastinate Less, and Generally Build a Happier Life*. United States: Crown.

Rubin, G. (2019) *Outer Order, Inner Calm: Declutter and Organize to Make More Room for Happiness*. United States: Harmony.