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


