

## It Only Takes 5 Minutes a Day...

### **ONE MORE THING.....**

How would you like to get 365 Things Completed on Your "TO DO LIST" in Less Than 5 Minutes a Day!

*Success comes to the person who does today what you were thinking about doing tomorrow."*

Well **I am going to share with you my Secret**, that I do every single day; it is called "**ONE MORE THING**"; and how I came up with this, was one day I was looking at my TO DO LIST and I got so overwhelmed I did not want to do anything, so I didn't. I put away the TO DO LIST and went shopping. BUT the problem was, the next day my TO DO LIST was still there; it did not go away, even though I chose to ignore it, it is kind of like dirty dishes they don't just go away.

So, I was thinking if I feel like this, then I know a lot of people probably have felt like this; so I want to share with you how I conquered the BIG BAD "TO DO LIST" MONSTER. I decided to do it "**ONE THING AT-A-TIME**". Now I know you have heard that said a million times "**do one thing at a time**", and you are probably thinking "OH Sure, it is not that simple when your TO DO LIST is a mile long".



Tammy Taylor, CEO, Tammy Taylor Nails

*"Never try to solve all the problems at once — make them line up for you one-by-one.  
— Richard Sloma*

Well actually it is. What accomplished more: Putting my BIG BAD "TO DO LIST" in my drawer and going shopping, or "**DO ONE THING**"? Exactly: **Doing "ONE" THING** accomplishes more.

Maybe it is not as fun as shopping at the time, but I knew I would feel a lot better when I see my BIG BAD "TO DO LIST" getting done. So I decided to try the "**ONE MORE THING**" theory out, and see if I could get my BIG BAD "TO DO LIST" down to a block instead of a mile.

*"Anything worth doing is worth doing now!"  
— Ralph Stayer*

The way I started was by **DOING "ONE MORE THING"** at the end of each Day.  
Examples:

## **My Personal TO DO LIST**

Day 1 = 5 minutes to Clean out one junk drawer  
Day 2 = 5 minutes to Drop off shoes at the shoe repair  
Day 3 = 5 minutes to Call and make the Dentist appts.  
Day 5 = 5 minutes to Send a Birthday card to my Sister  
Day 6 = 5 minutes to Reply to one extra email  
Day 7 = 5 minutes to Check my son's grades on line  
Day 8 etc, etc...

## **My Work TO DO LIST**

The thing about My Work TO DO LIST: I seem to get this list done, so it does not get as long as my Personal TO DO LIST. But I decided to use the same DO **"ONE MORE THING"** a day concept at my work; to see if it would make a difference, and YES, it made a huge difference; I felt like I started the next day already ahead of schedule, just by doing **"ONE" 5 MINUTE THING EACH DAY BEFORE I LEFT WORK**; it was HUGE. Not only did it keep me from getting a BIG BAD TO DO LIST, it gave me an extra boost of energy when I started my day **ONE THING AHEAD**.

DOING **"ONE MORE THING"** at the end of each Work Day

Examples:

Day 1 = 5 minutes to Return one more phone call  
Day 2 = 5 minutes to Reply to one more email  
Day 3 = 5 minutes to Test one more batch of product  
Day 5 = 5 minutes to Talk to one more of my employees  
Day 6 = 5 minutes to File one more paper  
Day 7 = 5 minutes to do extra Cleaning on my desk  
Day 8 etc, etc...

*"A good plan implemented today is better than a perfect plan implemented tomorrow."  
— George Patton*

So, if you do not want to get overwhelmed, and you want to stay ahead, it only takes 5 Minutes a Day to do **"ONE MORE THING"**, and I guarantee you will see huge results in just one month.

So, start now and you will conquer the BIG BAD TO DO LIST "MONSTER"!

with love,  
Tammy Taylor

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***"If you can't feed 1,000 people, then feed one." - Mother Teresa***