

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

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