

A Day in my Life before STEP

If you give me a task to do, I'll want to write it down.

When I look for a post-it note, I'll find a phone number I was supposed to call

When I pick up my phone to make the call, I'll see a text reminding me about an activity I forgot.

When I go to put the activity on the calendar, I'll realize I have to pick up something at the store for an event tomorrow.

When I get to the store, I'll remember we're out of paper towels.

Then I'll wander the aisles trying to think of anything else we need.

When I get home, I'll pick up the mail and drop it on the counter.

I'll bring the groceries in and realize there's no room to put the bags down, so I'll clean off the kitchen counters.

I'll start putting away the groceries and realize there's no room in the pantry, so I'll start organizing it.

While cleaning out the pantry, I'll find a 6-pack of paper towels that was there the whole time.

When I finish putting away the groceries, I'll go put the mail on my desk.

When I do that, I'll see the note about the task you gave me.

When I read the note, I'll realize I was supposed to get toilet paper at the grocery store - which I didn't!

My Life with STEP

When you give me ask to do, I'll add "pick up toilet paper" to the shopping list on my phone so I can pick it up during my weekly routine shopping later today.

During my weekly review, I'll see that I also have to pick up something for an event this week, and I'll add that to my next actions list.

I'll also see that I have a phone call to make, and since I now realize that will take two minutes or less, I'll just do it.

When I go to the grocery store, I pull up my shopping list and pick up everything on the list. While I'm out, I also pick up what I need for the event later this week, drop off items for donation and mail a package since they were all listed under Errands on my CBNAL.

When I get home, I get the mail and quickly flip through it. I throw out the junk and put anything that can wait for my weekly review in my inbox. For anything I must do this week, I add it to my CBNAL and put the paper in my planner.

Because I do the dishes as part of my daily routine and have cleared out my pantry in 10-minute microbursts, I put away the groceries quickly (or even better, my children do it and put everything where it belongs!).

Since I have some extra time, I do a 10-minute microburst to organize the toiletries in my bathroom. While doing that, I have an idea about how I'd like to renovate my bathroom. I jot it down on a piece of paper and drop it in my Someday folder.

Feeling relaxed, I sit down with a cup of tea and call my sister to chat and can focus on our conversation without worrying about the dishes or laundry or anything else.

While we're talking about books we're reading, I realize I'd like to clear out my bookshelf, so when I get off the phone, I spend the next 10 minutes boxing up books I'd like to donate, putting them in my car, and adding that errand to my CBNAL.

I feel good about what I've accomplished and enjoy the freedom to take an hour or two doing something just for me.