

## HANDLE IT WHEN YOU WALK IN

### WHAT SLOWS YOU DOWN

You come home carrying bags, mail, gym stuff, work items, or random things from the day.

You set them down “for a second.”

That second *turns into later.*

Later turns into multiple trips.

Now the same stuff gets handled three or four times instead of once.

Every delay creates a small mental tab:

“I still need to deal with that.”

Those tabs pile up and quietly eat the evening,

### THE MOVE

When you walk in the door, you handle everything once.

No sitting down.

No scrolling.

No “I’ll do it after dinner.”

Whatever comes in with you gets processed immediately:

- **Bags unpacked**
- **Mail opened, trashed, or placed where it belongs**
- **Work items returned to their home**
- **Gym clothes straight to laundry**
- **Shoes to their spot**
- **Keys, wallet, phone to their station**

If it doesn’t have a home yet, you assign one on the spot.

This is not about being neat.

It’s about ending the day clean instead of dragging it with you.

**ESTIMATED TIME RECOVERED**

≈ 20–40 minutes per week

Plus a calmer evening every night.