

# 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.