

# THE SMALL WINS

You don't lose time in big chunks.

You lose it in small delays you repeat every day.

Pick one. Try it. Ignore the rest.

1. Unload the dishwasher while coffee brews or food reheats.
2. Put forks and spoons together in the dishwasher so unloading is faster.
3. Keep trash bags at the bottom of the trash can so the next bag is instant.
4. Start the dishwasher every night even if it's not full.
5. Keep a pen + tape/sharpie in one kitchen drawer for quick labels.
6. Store cooking tools where you stand, not where they "fit."
7. Keep a small trash can where you open mail.
8. Put socks directly into tomorrow's shoes.
9. Hang "wear again" clothes on one hook instead of chairs.
10. Fold towels the same way every time. No refolding.
11. Keep a lint roller where you actually notice lint.
12. Set out clothes as one stack, not scattered pieces.
13. Keep cleaning wipes under the sink. One wipe, one spot.
14. Wipe one small surface every time you're in the bathroom.
15. Squeegee the shower glass once before stepping out.
16. Keep daily-use bathroom items in one small basket, not spreadout.
17. Do a 'one-hand reset' when leaving a room: carry one item out and put it away.
18. Straighten one thing when you leave a space (chair, pillow, blanket).
19. Keep remotes in one tray so they don't disappear.
20. Scissors and tape live in one fixed location.
21. Open mail once, then decide: trash, *shred*, or file.
22. Keep one "to file" folder instead of paper piles.
23. Photograph receipts immediately if you need them, then toss them.
24. Keep a return bag with tape + marker ready.
25. Keep a small car kit: charger, napkins, pen, sanitizer.
27. Put a small trash bag in the car.
28. Refill gas at the same level every time (ex: at 1/4 tank).