

## NIGHT PREP

EST. IMPACT: 15–30 minutes per weekday

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### WHAT SLOWS YOU DOWN

In the morning, you touch a lot of things before you leave.

Each one takes time.

Because the morning is rushed, those tasks stretch out and pile up.

Small prep work costs more time when it's done under pressure.

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### THE MOVE

Do morning setup at night.

Start by making a **simple list** of anything you normally touch before leaving the house.

If you touch it every morning, it belongs on the list.

At night, set a **15-minute timer**.

During that time, your only job is to **work the list**. Nothing else.

Common items on the list:

- Clothes, socks, shoes
- Lunch or snacks
- Coffee setup
- Meds, bags, keys

The list keeps you from forgetting things.

The time limit forces focus.

Move work out of the morning. **Stop paying the morning tax.**

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