

# 52 HABITS

## *in the morning...*

- Make the bed every morning
- Take medication at same time each day
- Always have breakfast
- Unload the dishwasher
- Leave the house as you want to find it
- Get up at the same time every day

## *in the evening...*

- Wash dishes / set dishwasher after eating
- 10 minute tidy
- Set table ready for breakfast
- Get clothes ready for tomorrow
- Check diary for tomorrow
- Go to bed at same time every day
- Charge your phone overnight
- Review your day last thing at night

## *time management...*

- Keep your diary up to date
- Book in next appointment before you leave
- Check for upcoming birthdays/events weekly
- Add contingency & travel time in your diary
- Never leave things until the last minute

## *paperwork...*

- Handle incoming paperwork once only
- Bin (recycle) rubbish as soon as it comes
- Open post when you have time to action it

## *your money...*

- Transfer receipts from your wallet/purse weekly
- Always keep cash in your bag/purse
- Keep change in your car for tolls/parking
- Always question what you buy - can you get cheaper elsewhere / do you really need it?

## *at home...*

- Wipe down shower after every use
- Scan a room when you leave for things to do
- Do laundry daily - keep things moving
- Put things back when you've finished with them
- Cook double and freeze meals
- Wash and tidy up as you cook
- Write down things you run out of on a shopping list so you know exactly what you need
- Top your petrol up when passing a petrol station

## *health & fitness...*

- Eat AT LEAST 5 a day
- Take a multivitamin
- Try a new recipe each week
- Do exercise daily

## *habits for life...*

- Rip articles from magazines you want to keep
- Follow schedules you have set up without fail
- Put your keys/bag in same place every day
- Add things to your diary/TO DO list straight away
- Create time for you every week
- Carry a notepad and pen at all times
- Use time on phone to multitask with easy jobs
- Create relaxing time every day
- Have a date night each month with your partner
- Create daily time with your children 1-1
- Have a 1 in, 1 out policy when you buy things
- Answer your phone ONLY if you have time
- When you find sales - look for potential presents
- Learn to say NO