



2-MINUTE RULE SHEET

DESIRED HABIT/GOAL	ENTRY LEVEL 2-MIN ACTION	STATUS						
		MON	TUE	WED	THU	FRI	SAT	SUN
READ A BOOK	READ ONE PAGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FINISH MY ESSAY	WRITE ONE PARAGRAPH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EXERCISE	10 JUMPING JACKS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
STUDY REGULARLY	READ ONE PAGE OF MY NOTES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IMPROVE TIME MANAGEMENT	WRITE MY DAILY TO-DO'S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KEEPING MY SPACE TIDY	CLEAR MY DESK AT NIGHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BE ON TOP OF MY BUDGET	REVIEW MY RECENT TRANSACTIONS	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
LEARN SPANISH	LEARN A NEW WORD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

EXAMPLE

NOTES



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HOW TO MAKE THE MOST OF A 2-MINUTE RULE SHEET

The "2-minute rule" from Atomic Habits by James Clear suggests starting new habits by doing something that takes two minutes or less. This makes it easier to overcome procrastination and build momentum.

This sheet allows you to track your low-effort tasks or activities, which will help you develop a habit.

How to integrate the 2-minute rule in your daily life:

1. Identify your desired habit/goal.

- Ask yourself: "What do I want to improve or do more consistently?"
- Examples: Studying more regularly, exercising, reading, or organizing notes.

2. Define a low-entry task (2-minute rule)

- Ask yourself: "What's the smallest action I can take that would still move me toward this habit?"
- Example:
 - Organizing notes: Highlight important definitions in one section of your notes

3. Set reminders and cues for your habit

- Ask yourself: "When can I add this 2-minute task to my existing routine?"
- Suggestions:
 - Link the habit to a part of your daily routine, like after breakfast, before bed, or after a class.
 - Use digital reminders (phone alarms, calendar notifications) to remind you to do the task.

4. Track your habit in the 2-minute rule sheet by Glean 😊

- Check off each day you complete your 2-minute task.

5. Reflect weekly on your progress

- Ask yourself: "Is this habit starting to feel more natural? Can I expand the task slightly?"
- After a week, consider adding more time to the habit if it feels natural, like studying for five minutes instead of two or reading a second paragraph.

6. Celebrate small wins

- Ask yourself: "How can I reward myself for consistency?"
- Suggestions:
 - Recognize your progress by marking milestones, like hitting a streak of five days.

7. Adjust and evolve as needed

- Ask yourself: "Is this habit still a priority? Do I need to adjust the low-entry task?"
- Switching up the 2-minute task is okay if your habit goal changes.

For more resources and tips on how to improve your study skills and achieve academic success, join our online community!



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