

EASY ENTRYWAYS

FIVE MINUTES BETTER

Incidental time tasks

While you're listening to a favourite song or chatting on the phone to a friend, consider spending five minutes per day ticking off one of these tasks.

Day	Five Minutes Better Task	Category	Check
1	Declutter entryway console table top	Clear	<input type="checkbox"/>
2	Declutter entryway shelf	Clear	<input type="checkbox"/>
3	Declutter entryway console drawer	Clear	<input type="checkbox"/>
4	Discard any junk mail	Clear	<input type="checkbox"/>
5	Take mail to office	Clear	<input type="checkbox"/>
6	Consolidate all reusable shopping bags	Clear	<input type="checkbox"/>
7	Declutter hand sanitiser and masks	Clear	<input type="checkbox"/>
8	Put any loose change away in your purse or wallet	Clear	<input type="checkbox"/>
9	Declutter decor	Clear	<input type="checkbox"/>
10	Declutter coats and jackets	Clear	<input type="checkbox"/>
11	Declutter hats and scarves	Clear	<input type="checkbox"/>
12	Declutter shoes	Clear	<input type="checkbox"/>
13	Declutter handbag/purse/wallet	Clear	<input type="checkbox"/>
14	Place fresh flowers in a vase	Organise	<input type="checkbox"/>
15	Organise entryway console table top	Organise	<input type="checkbox"/>
16	Organise entryway shelf	Organise	<input type="checkbox"/>
17	Organise entryway console drawer	Organise	<input type="checkbox"/>
18	Organise decor	Organise	<input type="checkbox"/>
19	Organise coats and jackets	Organise	<input type="checkbox"/>
20	Organise hats and scarves	Organise	<input type="checkbox"/>
21	Organise shoes	Organise	<input type="checkbox"/>
22	Organise handbags/purses or wallets	Organise	<input type="checkbox"/>
23	Clean entryway console/shelf	Organise	<input type="checkbox"/>
24	Dust decor, photos and artwork	Clean	<input type="checkbox"/>
25	Clean mirror and/or window	Clean	<input type="checkbox"/>
26	Clean door handles	Clean	<input type="checkbox"/>
27	Clean light fittings and light switches	Clean	<input type="checkbox"/>
28	Clean architraves and skirting boards	Clean	<input type="checkbox"/>
29	Vacuum welcome mat	Clean	<input type="checkbox"/>
30	Vacuum and/or wash floor	Clean	<input type="checkbox"/>
31	Celebrate	Yay!	<input type="checkbox"/>

