



10 Masterful Daily Activities



**Neaten your
sleeping &
dressing areas**



**Clear the meal
table**



**Hang up your
clothing**



**Ready your
Launch Pad**



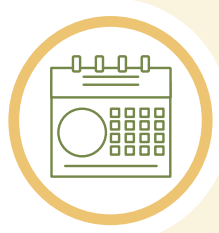
**Tidy the
bathroom**



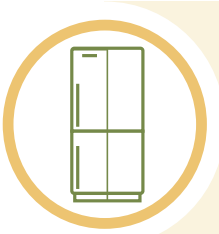
**Store mail in
a safe place**



**Clean the
kitchen sink**



**Review your
calendar**



**Toss food
older than 4 days**



**Verify your
transportation**



It's the little things...

Master Your Life by doing these small, but essential Master Your Day actions.



1. Appreciate your bedroom & dressing areas.

A third of your life is spent either sleeping or preparing for the day in this room.

Make it more inviting by decluttering: reduce and organize reading material, clothing, dresser tops, furniture, electronics, and other stuff that overcrowds your nest.

Streamline bed-making with fluffy covers instead of thin blankets that require smoothing out. Shake & go. It's nice to return to a neat and comfortable bed.

Wash your sheets and pillowcases at least weekly in hot water to reduce unwanted microorganisms and odors.



2. Put away day & night clothes.

Is your hamper easily accessible?

Is your closet too full to hang clothes easily? Reduce the contents and by keeping a bag in the closet to collect clothing you don't wear. Share or donate.

Use one type of non-slip hanger. (Not the wire ones from the cleaners.)

Reduce your drawer contents. Store folded clothes on end so you can see everything and not have to pull from the bottom of stacked clothing.

Create places to separate lightly-worn clothing that's not that ready to be washed away from unworn laundered clothing.



3. Tidy the bathroom.

Hang up the towels and pull the shower curtain when you're finished with them so they dry quickly and smell better.

Ready the toilet and paper supply for the next person.

Return daily use items to their homes. Store infrequently used items in a drawer or cabinet. Containerize toiletries on a tray for quick storage and to move when cleaning.

Rinse the sink, wipe the faucet, counter and mirror with or paper towels stored in the bathroom. Water and toothpaste spatter more than you think.

Look at the room before leaving. Any surprises left behind?



4. Clear the kitchen.

Wash the dishes after use or put them into the dishwasher. If you're short on time, at least rinse and stack them next to the sink, not in it. It's gross to return to a sink full of dishes filled with cold, greasy water.

Wipe the sink, counter tops, and cooking areas and appliance knobs at least daily.

Take out the trash regularly, not just on trash night.



5. Toss prepared food older than 4 days.

It doesn't have to smell bad to be overloaded with harmful bacteria. It's cheaper to discard food than to suffer stomach distress.

Keep the back of your fridge from becoming packed with gruesome creatures: label with created or discard date on prepared foods.

Post a *Must Go* or *Eat Next* reminder on the fridge door defining what's nearing the end of its usefulness.



6. Clear the kitchen table.

Relationships are an essential part of a Masterful life and are strengthened when we sit together regularly for meals and conversation.

You're more likely to use the table if there is open space ready. If it tends to collect things, put a centerpiece on it as a reminder to keep it inviting for solo or family dinners.



7. Ready your 'Launch Pad'.

Assemble what you need for tomorrow *before* settling into your evening activities. Look at your schedule. Pack your day bag.

Post a reminder on the bag, on the door, or with your car keys to add any last-minute items in the morning, like your lunch. Many a lunch hoagie was remembered when missing car keys were found with it in the fridge.

Do you have enough cash in your wallet? Have you double-checked for the papers you'll need on arrival? Make a checklist if you tend to forget what to pack.

Unpack your bag when you return. Things like newspapers, mail, gum, reminder notes, brochures, books, and other miscellany accumulate during the day. That's why you have the bag. Keep the contents current.

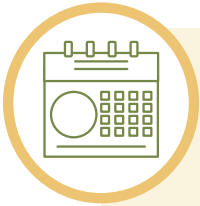
Take out the things you've accumulated during the day and return them to where they live. It's not especially interesting to unpack a tote from last week, and it gets more challenging as time goes on. Consider having fewer totes, so you're forced to empty them daily. This also helps ensure you have everything you truly need in one place.



8. Put mail in a safe place to process later.

Resist opening the mail until you can pay attention to it. We tend to tear open interesting envelopes immediately.

Create places to deposit bills and other items you need to act on. Designate a safe place to store 'hold' items for later use, such as greeting cards, tickets, project information, medical visit forms, and reminders that tickle your memory to do things later.



9. Review your calendar for the next 5 days

Make it a daily habit to review what you have on your agenda for at least the next five days to reduce surprises. This helps you avoid over-planning and double booking and will give you adequate time to prepare, including reminding other people of joint activities. They'll thank you for it.

Compare your activities with those you live and work with to coordinate plans and reduce conflicts.



10. Verify your ride

There's nothing worse than realizing you need gas on a nasty day, or need a refill on a transit balance and find the offices are unexpectedly closed.

Assume you will be late the morning and plan accordingly by filling up well before you absolutely must.



Delight in the good...

Finally, revisit your day. What worked well for you? What made you smile?

It might be something you did, or someone else offered you, or even something as simple as congratulating yourself for arriving to work on time. Appreciating even small positive occurrences can take you from feeling like you're on an exhausting treadmill to finding a bit of daily joy in a busy life.

Today's highlights:

READY TO TAKE IT TO THE NEXT LEVEL?

More tips, insights, and guidance are available at www.MasteryConsulting.net