

THE NO EXCEPTIONS TASK LIST

Before you add more to your plate, figure out what's already on it.

YOUR 22-MINUTE EXERCISE: Set a timer and map out a typical day. No overthinking and no planning your perfect day—just an honest look at what your day actually requires.

01 | FIXED COMMITMENTS

What happens at a specific time or can't easily be moved?

Examples: work hours, school drop-offs and pick-ups, appointments, scheduled commitments.

COMMITMENT	TIME

02 | DAILY ESSENTIALS

What genuinely needs your attention today? Include basic needs and responsibilities for you and your household.

Not every chore is a non-negotiable. Ask yourself: Does this need to happen today, or can it wait?

ESSENTIAL TASK	TODAY OR CAN WAIT?
	■ Today ■ Can wait
	■ Today ■ Can wait
	■ Today ■ Can wait
	■ Today ■ Can wait
	■ Today ■ Can wait

MAKE ROOM FOR YOU

Now that you know what your day requires, let's find a realistic place to start.

03 | THE TIME I ACTUALLY HAVE

Look at your commitments and essentials. Where are there realistic pockets of time? You don't need to fill every space—these are opportunities, not obligations.

TIME AVAILABLE	WHAT COULD REALISTICALLY FIT?
10–15 minutes	
20–30 minutes	
30–60 minutes	
A different window	

04 | YOUR NEXT MOVE

MY FIRST STEP

Choose ONE habit to start building. Keep it manageable. You can add more later.

The habit I want to build:

The days or times I can realistically work on it:

If life gets in the way, my backup plan is:

YOU DON'T HAVE TO DO EVERYTHING.

You have to figure out what works for you. Start small. Adjust. Build from there.