

Outer Order, Inner Calm

by Gretchen Rubin

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

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01

Pick one visible surface

Choose the smallest surface that would change the room's mood.

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02

Create decision bins

Set up keep, donate, discard, return, and repair zones.

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03

Assign one home

Give a frequent stray item a permanent place.

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04

Define done

Write the minimum version of tidy that creates relief.

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05

Reset one surface

Clear a small surface before ending the day.

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06

Return one item

Move one object back to its real home immediately.

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07

Delete digital noise

Close stale tabs or archive one old folder

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08

Donate one duplicate

Remove one extra item you do not need to manage anymore.

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