

One Touch Rule



Sometimes, tackling certain tasks in one go can seem impossible. A task may seem like it's too difficult to start, too unpleasant to continue with, or at a standard not good enough to complete. In these scenarios, **procrastination** or **perfectionism** prevent you from getting things done.

The one touch rule is a strategy you can use to stay focused and productive. It enables you to handle things once and once only.



<h3>One Touch Rule</h3> <p>"I commit to completing this task now."</p>	<h3>Procrastination / Perfectionism</h3>
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PUTTING THE ONE TOUCH RULE TO WORK

By applying the one touch rule, we can break patterns of avoidance and create productive habits. These will help us achieve more and reduce unnecessary stress on a daily basis.

1

Plan for one touch tasks

Write down a to-do list or break down a long-term project into bite-sized tasks.

2

Set yourself up for success

Minimise distractions around you and create a productive workspace.

3

Commit in the moment

Be firm with yourself that you will do everything you can to focus on this one task.

4

Dig into the task at hand

If you can't finish the task with one touch, schedule a time to complete it later.

5

Celebrate every win

When you finish a task, celebrate. This encourages the formation of a positive habit.

GIVE IT A GO:

Schedule a task to apply the one touch task to.

What will you do to set yourself up to complete it?

List the benefits of applying the rule.

How will you celebrate applying the rule successfully?

Tip: Catching bad habits is key. Keep a sticky note handy and write down when and why you procrastinate. For example: *I put off that client email because I felt too much pressure.* Being aware of your thoughts will help you spot disruptive behaviour and apply the one touch rule when required.