



LIFE HACKS

A life hack is a simple strategy or tool that simplifies everyday tasks, so they take less effort and leave more energy for dealing with less familiar or more complicated issues.

Visual cues → See it to Remember it

Make information visible so your brain doesn't have to hold it.

- Sticky notes
- To-do lists
- White board
- Color-coding
- Always put keys in the same place / on the same hook
- Use a paper calendar and put it somewhere you see it daily - include important events (e.g., work schedule)
- Put things by the stairs to help you remember to take them up/down.

Energy / Stress management

Plan ahead and reduce overwhelm before it starts.

- Plan meals for the week
- Use a checklist for grocery shopping staples
- Take healthy snacks! (e.g., crackers, dried fruit, nuts)
- Prep for each day the night before (e.g., choose clothes, pack bag)
- Schedule recovery time after a big event
- Build your support systems through consistency during low-stress times

Focus

Use your environment to support your attention.

- Music or background noise?
- OR silence?
- Fidget toys
- Walking meetings
- Remove distractions such as pop-up notifications on computer
- Activate “focus” options on your phone to stop notifications and ringer during tasks

General Life Management

Small systems reduce daily decision-making.

- Budgeting apps / envelopes
- Store things where you use them (e.g., cleaning products under each sink)
- Use ONE system for notes & lists
- Structure - create a routines and rituals for daily activities to minimize effort and decision-making.
- Practice gratitude
- If something takes less than 2 minutes - do it now!
- Finish what you are working on before you move on to something else.
- Put things back right after you use them – that way you’ll know where they are the next time you need them