



Printable guide • Tiny actions • Massive results • No willpower depletion

Created for you — keep this nearby as your daily reminder

Most success advice leads to exhaustion. These **7 micro-habits** take 10 minutes or less per day, protect your energy, and build sustainable achievement. No hustle culture. Just science-backed consistency.

## 1 The 2-Minute Rule

2 minutes • Best for: Procrastination, starting tasks

### Why it works

Reduces "activation energy" — the hardest part is starting. By shrinking any task to 2 minutes, you bypass resistance. Momentum follows.

### Real example

**Instead of:** "Write 2,000 words" → **Do:** "Open laptop, write one sentence."

**Instead of:** "Workout 45 min" → **Do:** "Put on workout clothes & step on mat."

**Pro tip:** After 2 minutes, say "I'll do 3 more minutes." Most times you'll continue. Even if you stop — you showed up.

**Try now:** *What task have you been avoiding? Commit to 2 minutes right now.*

## 2 The Energy Audit

 3 minutes (then 30 sec check-ins) • Best for: Identifying drains, preventing burnout

### Why it works


You can't fix what you don't measure. Track energy 3x/day to find what drains vs fuels you.

### How to do it

Rate energy 1–10 (mid-morning, after lunch, late afternoon). Ask: “What just happened?”

→ Drop → reduce that activity.

→ Steady/rise → do more of it.

 **Pro tip:** Keep an “Energy Log” in your phone for one week. One client found 15 min of social media drained more than 2 hours of deep work — she deleted apps & gained 5+ hours/week.

 **Right now:** Rate your energy 1-10. What influenced it in the last hour?

## 3 The Single-Task Sprint


 5 minutes (extendable to 25-50) • Best for: Deep focus, finishing important work

### Why it works

Multitasking is a myth. Each switch costs up to 20 minutes of focus. One task, one timer.

### How to do it

1. Choose ONE task. 2. No notifications, phone away. 3. Set 5-min timer. 4. Do only that task until timer rings.

 **Pro tip:** Distracting thought? Write it on a sticky note, finish your sprint. Process notes after.

 **Try now:** Pick one small task, close other tabs, set 5-min timer. Go.

## 4 The Dopamine Detour


 2 minutes • Best for: Phone addiction, resetting reward pathways

### Why it works

Your phone hijacks dopamine. Replace cheap hits (scrolling) with healthier actions.

### How to do it

When urge to check phone strikes, do one of these instead: stand & stretch (60 sec) | 5 deep breaths (4-4-6) | look outside & name 3 things | drink water.

 **Pro tip:** Keep phone in another room while working. Physical distance = friction against dopamine loops.

 **Right now:** Put phone face down. Take 5 deep breaths. Notice the difference.

## 5 The "Done List"


 3 minutes (end of day) • Best for: Impostor syndrome, celebrating small wins

### Why it works

Negativity bias makes you forget wins. Writing 3 completed tasks each evening rewires brain for progress.

### How to do it

Every night, write 3 things you COMPLETED (not started). Examples: "Sent that email", "Did 2-min rule", "Took a real lunch break".

 **Pro tip:** Use Done List as your shutdown ritual. Once written → work is over. No evening emails.

 **Tonight:** Before bed, write 3 wins from today. Even tiny ones count.

## 6 The Boundary Script

 1 minute to memorize • Best for: Saying no without guilt, people-pleasing


### Why it works

Most people fail boundaries because they don't know what to say. This script gives you polite, firm language.

### The script (memorize)


**"I can't do that right now, but I can [alternative time/offer]. Would that work?"**

Examples: "I can't join that call today, but I can review notes tomorrow." / "I can't take another project this week, but I can help next Tuesday."

 **Pro tip:** Don't over-explain. Just state what you can't do, then what you CAN do. No apology.

 **Practice now:** Say the script three times aloud. Your future self will thank you.

## 7 The 5-Minute Wind-Down


 5 minutes before bed • Best for: Better sleep, reduced anxiety

### Why it works

Brain needs transition from "doing mode" to "rest mode." Without ritual, you'll replay work stress in bed.

### How to do it

30 min before bed: put devices away → dim lights → choose one calm activity: deep breathing (box breathing), gentle stretching, one lo-fi song, or writing 1 grateful thing.

 **Pro tip:** Even 5 minutes of focused breathing in bed (phone facedown) improves sleep quality by ~20%.

 **Tonight:** Close your eyes and breathe deeply for 5 minutes. No phone. Just breath.

## The 7 Micro-Habits at a Glance

#	Habit	Time	Best For
1	 The 2-Minute Rule	2 min	Procrastination, starting
2	 The Energy Audit	3 min	Identifying drains
3	 Single-Task Sprint	5+ min	Deep focus
4	 Dopamine Detour	2 min	Phone addiction
5	 The "Done List"	3 min	Celebrating wins
6	 Boundary Script	1 min	Saying no
7	 5-Minute Wind-Down	5 min	Better sleep

### Quick Answers (Print Reference)

#### How long until I see results?

Reduced fatigue: 3-5 days. Measurable productivity shifts: 2-4 weeks. Automatic habits: 8-12 weeks.

#### Can I do all 7 at once?

No. Start with 1-2 habits, add a new one every 2 weeks. Success without burnout = less, not more.

#### What if my job requires 10+ hour days?

Focus on habit #5 (Done List) and #6 (Boundary Script). Even 2 minutes protects you from all-or-nothing spiral.

#### What if I miss a day?

Never miss twice. Forgive yourself, then do just 1 minute the next day. Self-compassion makes you 3x more likely to stick.

#### Free Micro-Habit Tracker (PDF download online)

To get the printable 30-day tracker + habit stacking template, visit the original article online: [dg2market.com/to-be-successful/](https://dg2market.com/to-be-successful/) or the micro-habits guide page.

*(This printed version includes all 7 habits — use the tracker to log your daily checkmarks.)*

🌟 **Your action plan:** Pick 2 habits from this list. Stack them onto existing routines. Track for 7 days. Forgive slip-ups. Repeat.

© 2026 — Sustainable success starts with two minutes. Keep this guide nearby.