

The 15-Minute Rule

This is a great tool for anyone struggling with time management, procrastination, and those who have difficulty starting and finishing big assignments.

Ask yourself two questions:

1. Do I Have 15 minutes right now?

List times during the day when you have 15 minutes to spare:

A.

B.

C.

2. What can I do in 15 minutes?

List some Activities that take 15-minutes, how Achievable they are, and a comparable task of the same level of achievability.

ACTIVITY	ACHIEVABLE	COMPARABLE TASK



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