

What's the 2-Minute Rule?

- The 2-Minute Rule is that if you think of something you need to do and it will take less than 2 minutes then do it straight away.
- If it will take longer than 2 minutes, add it to your To Do List rather than task switching from whatever you are currently doing.
- The 2-Minute Rule is a heuristic; it is just a rule of thumb for when you want to decide what to do. So do not apply it all the time, but it is a handy to have around.

Why It Is Useful...

- Using the 2-Minute rule can help reduce your avoidant coping (avoiding doing behaviors that might trigger difficult thoughts or feelings) e.g. putting off calling someone to ask a question you need to ask.
- “Working memory” is the term used for the type of memory people use when they are trying to hold something in mind. For example, when you look up a phone number and try to remember it long enough to dial it. Trying to keep too many items in working memory is energy draining. Writing down your thought when you have a “to do”- thought helps reduce the cognitive load on your working memory.
- If you tend to have lots of half-finished tasks, it can help prevent excessive task switching i.e. switching to another task because the task you are doing has become hard, boring, your energy is waning a bit, or you have become distracted.

