You're listening to, you've got this episode number 286. Welcome to you've. Got this, a weekly podcast for higher education professionals looking to increase their confidence and capacity for juggling the day-to-day demands of an academic. I'm your host, Dr. Katie Linder on this episode, I want to talk about the satisfaction of tiny tasks.

Now, I definitely know the feeling of being a little bit underwater with your schedule and with your obligations and just with everything going on in the world. Uh, it is so easy to feel overwhelmed. And lately I have been having. So much satisfaction by doing really tiny tasks that actually kind of make a big difference and they make me feel a lot better.

Now, some of this is tied in with, uh, the episode I recently released about having a month bucket list where you kind of put all these things on a list and you kind of work your way through them, but those are tasks that are not necessarily. Tiny, there are like projects or tasks that are larger. They take more time.

They'll take an hour or two. What I'm really talking about is those tasks that can take like maybe five minutes, maybe 10 minutes, maybe half an hour. At the very most, and they are so satisfying to do so recently, I've had a few of these that I've been able to complete, and I have just found it to be completely satisfying.

Now I know that my tasks that are tiny are not going to be your tiny tasks, but hopefully they will kind of inspire you to think about other things that you might be able to add to your tiny task list and just feel the immense satisfaction of getting these things done. So, for example, Uh, last week I was working on a recording the podcast episode, and I realized how out of date the outro for the show was now you might think, well, are you paying attention to this?

Like, are you, you know, but when you record podcasts on a regular basis, you have an intro, you have an outro and you have a template that you use, or at least I do. And I don't necessarily listen to the intro and outro every single time. Well, the ultra. Woefully out of date and it really just needed to be rerecorded.

And so I, I actually just sat down and took a couple of minutes. I had to track down the file of the, the script that I use for the outro. And I just rerecorded the outro and it was a very tiny task. It took me maybe 30 seconds to re-record this, and now I'm able to use this new outro in all of the episodes.

Forward and I have a new template and I can utilize it. So, um, very tiny task, very satisfying, well overdue, uh, and something that I was really happy to cross off. Now I also had an organizational task, um, that I would put more toward the half an hour range. So it wasn't tiny, tiny, but I had a way that I had been organizing some of my coach training folders for people who've come through the program and how, especially I was organizing the assessments, um, of everyone who comes through the program.

Now for all of the courses that you take in my coach training program, there's a. The final assessment option. And this is really the only what I would call kind of graded assignment, where I offer feedback. Um, and, and the people who are going through the training have to complete this assignment. Now there are observations and other kinds of things.

Um, but this is where I'm actually. Trying to track kind of a completion element for each of these courses. Now in the past, I had organized each of these things by course, so that I could have kind of the cohort of people who went through the course and I could do all of the grading for those individuals at the same time.

So I was kind of putting them into the same. File folder. Think about this in the same way for your classes, with your grading. You probably organize it by class. Well, now that we have a good number of people, who've come through the coach training program and they're taking multiple courses. It actually made more sense to organize this by person and not by the class.

Um, and in part, this is because sometimes these assignments come in a little bit late, I offer extensions. Um, and it's easier for me to track by the individual than it is by trying to remember which class it was that they still have an outstanding assignment for me for now in each individual's folder, which I already had created.

I just. Storing the assessments in these individual folders. I also have a tracking document where I can just make sure that I have things checked off because there are multiple observations and other things that I have to track with the coach training program for its accreditation. So I reorganized the coach training folders, and I did this while I was watching TV and just moved each of these things.

Into each of the individuals folders. And while I was doing that, I just double-check to make sure that my tracking document was up to date and I had everything I needed for each of the people, how satisfying to reorganize this and in a way that I needed to do it. And I knew I needed to do it, but I hadn't quite found the time.

Um, so I, I turned this into kind of a tiny task of reorganizing. These. Now also recently I did the tiny task of pre drafting, some emails that I needed to send out. And this is one of those tiny tasks that I feel like has so much payoff, especially if you can schedule those emails in advance. So if you have a few minutes, you know, during.

Day, and you're not quite ready to send the email, but you know what it needs to say, or you need to spend a couple of sessions drafting it because it's a, an important email or a lengthier email starting to do some pre drafting and just having it ready for me to look at it at a different time, or especially if I needed to share it with a colleague and have them give me input on the email draft, doing some of this pre drafting, uh, was a tiny task that I was also able to add into.

Okay. The next thing that I was able to identify as a tiny task, I washed a rug in our house that really needed it. Um, now you might say, well, washing a rug takes longer than, you know, five minutes, but putting it in the actual washing machine and hitting the button and filling up. It does not take long.

And, um, this was a rug that I had gotten from Ikea. And honestly, I had no idea if it could be washed, if it could be put in the washing machine. And I took a moment to look at the tag that was the tiny task of checking to make sure it was even washable in the first place. Uh, and then putting it in the machine, hanging it out to dry.

And now we have a clean rug in our kitchen. So that was a very exciting, tiny task for me, uh, to make sure that I could get. The next one that I have on my list. If you read a recent blog post, uh, you know that I have some summer projects, I'm trying to get some things done in my house. And one of those projects was about ordering bookcases.

Now, uh, you may know that a lot of this kind of stuff now is back ordered for a number of reasons, including the pandemic. And so I had. Uh, kind of a notification on my calendar to check on a regular basis. We currently get our bookcases from Ikea because we order them in bulk. We have a lot of bookcases in our house and, uh, so I ended up ordering those bookcases and I paid a little bit extra to have.

Delivered. So rather than having to go pick them up, I spent a little bit of extra money and a little less time to have these things delivered straight to our house, which was a wonderful, tiny task to check off my list. Okay. Just a couple more that I'm going to list here in case they have. Inspiration for you.

One of them is the tiny task of taking out trash or recycling. Now we end up having trash and recycling the ends up kind of piling up in our house, especially if we do, you know, orders, uh, food orders or things like that, where we get. Um, brown paper bags, or we have orders from Amazon or, um, other things that just end up coming into the house.

They need to be recycled and we are heavy recyclers. My partner and I are both from the west coast. We recycle everything we possibly can. And so we are constantly filling up our recycling them, and it is just a very nice, tiny task to take the. Two minutes to take that trash or recycling out to our garage, out to the can refill the bag and not have to worry about the tower of things that keep getting knocked over every time you try to add one more thing into that little recycling bin that we keep in our kitchen.

So silly, so tiny, but so satisfactory to take that out and replenish it. And then the last one that I was thinking of was it. Like two minutes at the end of my day, if I have this level of thoughtfulness for myself to prep some overnight oats for the next day. Now, if you are not familiar with the concept of overnight oats, it is something to Google.

I mean, it's really easy to find everybody talks about this. There's a ton of different recipes. I think I've probably talked about this before on the show as well. Um, but basically what I do is I take a gluten-free. Uh, raw oats basically. And then you, I add some chia seeds as well, and then you put in the milk product of your choice.

So for me, this is all almond milk. I just do unsweetened. So I've got some, um, like Bob's red mill, uh, oats, organic oats. And then I throw in some chia seeds, add some milk, almond milk to cover it as stirred up just a little bit, just to make sure everything is coated. Put this in the fridge. And then the next morning I have this.

Uh, breakfast dish that I can add berries to, or I can add nuts too. And it's super easy for me to grab in the morning and go throughout my day. I'm not like a big cereal person, and this is kind of the equivalent for me of having something that's kind of cereal like that I can add berries to in the morning and just have a very quick breakfast.

Now, what I love about this tiny task is it doesn't take long at all. It gives me a feeling of kind of self care that I'm giving myself something healthy to eat in the morning. But the other thing I really love about overnight oats. And when I add chia seeds is chia is a great source of protein. So it's a great way for me to get a quick hit of protein in the morning, in my breakfast, without doing a ton of prep with some other kind of vegan protein source, like, um, uh, Tenpay or tofu or something like that.

Um, if I want to have something that's relatively easy to grab, I can use the chia seeds as a protein source, and there's a bunch of other nutritious wonderful things that come with this. And it tastes great. So satisfaction all around with this tiny task of building in this kind of prep for myself to have a nice healthy breakfast in the morning.

So as you can see so many different options here of like things that are on your list that have been neglected for a while, maybe looking around your house and seeing something that needs to be cleaned. Uh, ordering something that you've been wanting to order for a while, um, changing a habit or a routine so that you're taking out that trash or recycling on a more regular basis, tiny adjustments, tiny tasks, but so, so Saturday.

So I want to encourage you to look around what tiny tasks can you add into your day or schedule to really make yourself feel like you get that sense of satisfaction. I would love to hear, if you have figured out one of these tiny tasks for yourself, you can always email me at hello at Dr. Katie linder.com.

And I really do hope you can build in some of that satisfaction into your life very soon. Thanks for listening. Thanks for listening to this episode of you've got. You can access show notes and transcripts for each episode at Dr. Katie linder.com/podcasts. If you found this episode helpful, please also consider reading and or reviewing the show through apple podcasts.