

The 2-Minute Rule Boosting Productivity Fast Design Document

<i>Business Purpose</i>	The purpose of this microlearning lesson is to increase individual and team productivity by equipping employees with a simple, actionable strategy—the 2-Minute Rule—for managing small tasks efficiently. By reducing procrastination on quick tasks, the course helps employees free mental bandwidth, prioritize higher-value work, and maintain consistent workflow momentum, ultimately contributing to improved performance, time management, and organizational efficiency.
<i>Target Audience</i>	Professionals at all levels who want to boost productivity by managing small tasks efficiently. Ideal for anyone looking for quick, actionable strategies to reduce procrastination and stay focused throughout the day.
<i>Training Time</i>	Approximate seat time: 5-7 minutes
<i>Training Recommendation</i>	This lesson is best delivered as a standalone microlearning module, accessible on-demand via the company LMS or intranet. Its 5–7 minute duration makes it ideal for quick, just-in-time learning, allowing employees to immediately apply the 2-Minute Rule to their daily tasks. To reinforce learning, it can be paired with brief follow-up prompts or reminders encouraging learners to identify and complete small tasks in real time.
<i>Deliverables</i>	<ol style="list-style-type: none">1 storyboard outlining the course1 e-learning course developed in Articulate 360 RiseOne 6-part microlearning lessonMultimedia assets: images, scenario-based practice activities, knowledge check
<i>Learning Objectives</i>	After completing this course, learners will be able to: <ol style="list-style-type: none">1. Define the 2-Minute Rule and its purpose.2. Identify common workplace tasks that can be completed in under two minutes.3. Apply the 2-Minute Rule effectively to boost personal productivity4. Recognize when the rule may not be the best approach

<p><i>Training Outline</i></p>	<p>Lesson 1.1: Course Introduction</p> <p>Purpose: Introduce the concept of the 2-Minute Rule and set expectations for what learners will gain from the lesson.</p> <p>Content Includes:</p> <ol style="list-style-type: none"> a. Course introduction b. Learning Objectives
	<p>Lesson 1.2: Key Points</p> <p>Purpose: Explain the benefits of using the 2-Minute Rule and how it supports productivity and focus.</p> <p>Content Includes:</p> <ol style="list-style-type: none"> c. Accordion interaction with three accordions.
	<p>Lesson 1.3: What Would You Do?</p> <p>Purpose: Encourage application of the rule through a realistic workplace scenario and decision-making exercise.</p> <p>Content Includes:</p> <ol style="list-style-type: none"> d. Scenario: Managing a full inbox with short tasks <ul style="list-style-type: none"> o Learners select an action and receive immediate feedback explaining correct and incorrect choices o Reinforces when to act immediately versus delay tasks
	<p>Lesson 1.4: When to Use the 2-Minute Rule</p> <p>Purpose: Identify common types of tasks suited for the 2-Minute Rule and clarify when it should not be used.</p> <p>Content Includes:</p> <p>Four interactive tabs with images:</p> <ol style="list-style-type: none"> a. Digital Tasks: Quick emails or approvals b. Behavior: Small clean-up or organization actions c. Team Communication: Quick updates or reminders d. When Not to Use It: Tasks longer than two minutes should be scheduled later

	<p>Lesson 1.5: Knowledge Check</p> <p>Purpose:</p> <p>Reinforce understanding and allow learners to self-assess knowledge of the rule's intent and application.</p> <p>Content:</p> <ol style="list-style-type: none"> Three multiple-choice questions with feedback Covers goal of the rule, correct examples, and situations to avoid using it
	<p>Lesson 1.6: Closing Statement</p> <p>Purpose:</p> <p>Encourage immediate implementation and reinforce the impact of taking small, consistent actions.</p> <p>Content:</p> <ol style="list-style-type: none"> Motivational close: “Start small — tomorrow, notice how many tasks take less than two minutes and do them right away...” Call-to-action for daily habit integration
	<p>Lesson 1.7: Course Completion</p> <p>Course completion message</p>
<i>Knowledge Check Plan</i>	<ul style="list-style-type: none"> 3 questions, first one must be answered correctly to unlock second, second must be answered correctly to unlock third