

The 2-Minute Rule: Boosting Productivity Fast

Course Building Tool: Articulate 360 Rise

Target Audience: This microlearning lesson is designed for professionals at all levels who want to boost productivity by managing small tasks efficiently. It's ideal for anyone looking for quick, actionable strategies to reduce procrastination and stay focused throughout the day.

Seat Time: 5-7 minutes

Appearance:

1. Font – Poppins
2. Accent Color - #4E809E

#4E809E

Learning Objectives:

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 productivity.
4. Recognize when the rule may not be the best approach.

Outline:

- Course Welcome / Objectives
- Key Advantages
- What Would You Do?
- When To Use the 2-Minute Rule
- Knowledge Check
- Closing Statement

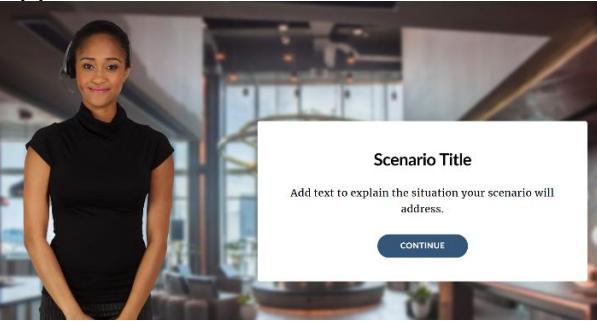
Homepage				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
The 2-Minute Rule: Boosting Productivity Fast.png 	Course Cover Image – The 2-Minute Rule: Boosting Productivity Fast.png	N/A	N/A	N/A

Microlearning Lesson – Slide 1.1				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
Course Introduction Text	N/A	<p>Stop Procrastinating in Two Minutes</p> <p>Do you ever find yourself putting off small tasks until they pile up? The 2-Minute Rule can change that. It's a simple productivity technique that helps you tackle quick tasks immediately, freeing your time and mental space for bigger priorities.</p> <p>In this short lesson, you'll discover how the rule works, when to use it,</p>	N/A	Paragraph with Heading

 <p>By the end of this microlearning, you'll be able to:</p> <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 productivity. 4 Recognize when the rule may not be the best approach. 	Learning Objectives.png	<p>and how it can transform your day-to-day efficiency.</p>		<p>Image – Image Centered</p>
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Microlearning Lesson – Slide 1.2				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
Accordion with accent color (#FF5757) background	N/A	<p>Accordion 1:</p> <p><i>Title:</i> Reduces Overwhelm <i>Text:</i> When you immediately handle tiny tasks, you prevent them from stacking up and becoming stressful. Small completions keep your to-do list manageable.</p> <p>Accordion 2:</p> <p><i>Title:</i> Build Momentum <i>Text:</i> Every small task you complete creates a sense of accomplishment. This “quick win” feeling boosts</p>	N/A	Interactive - Accordion

		<p>motivation and makes it easier to tackle bigger challenges.</p> <p>Accordion 3:</p> <p><i>Title:</i> Trains Decision-Making</p> <p><i>Text:</i> You start evaluating tasks by how long they <i>actually</i> take. This helps you make smarter choices about where to focus your time and energy.</p>		
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Microlearning Lesson – Slide 1.3				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
<p>Applied Scenario</p>  <p>Select the appropriate avatar, background and facial expressions.</p>	N/A	<p>Scenario Title: What Would You Do?</p> <p>Question: Your inbox has ten new emails. Two of them require a quick, 30-second response. What do you do?</p> <p>Action Choices:</p> <ol style="list-style-type: none"> 1. Flag them for later so you can get to the big projects first. <p>That's a common instinct—but those two emails will still be waiting later and may take longer</p>	N/A	Interactive – Scenario

		<p>to re-read. Try replying now to clear mental space.</p> <p>2. Reply now, since each will take less than two minutes.</p> <p>Exactly! Handling quick tasks right away keeps your workflow light and focused.</p>		
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Microlearning Lesson – Slide 1.4				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
<p>Tabs</p> 			N/A	Interactive - Tabs
<p>Tab Images:</p> <p>Tab 1:</p>	Laptop with checkmark.png	<p>Tab 1:</p> <p><i>Title:</i> DIGITAL TASKS</p> <p><i>Tab Content:</i> Respond to short emails, approve quick requests, or</p>		



Tab 2:



Tab 3:



Tab 4:

[Desk with mop.png](#)

update your status in a project tracker.
[Laptop with checkmark image]

[Team Communication.png](#)

Tab 2:
Title: Behavior
Tab Content: Throw away clutter, file a document, or restock office supplies.
[Desk with mop image]

[Stop Image.png](#)

Tab 3:
Title: TEAM COMMUNICATION
Tab Content: Give brief updates or send reminders right away instead of waiting until your next meeting.
[Team Communication image]

Tab 4:
Title: WHEN NOT TO USE IT
Tab Content: If the task will take longer than two minutes, resist the

		<p>urge to start — it can derail your focus on higher-priority work. Instead, schedule it for later. [Stop image]</p>		
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Microlearning Lesson – Slide 1.5				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
Knowledge Check – 1 question MC (Correct answers marked with an *)	N/A	<p>Knowledge Check: Question 1: What is the main goal of the 2-Minute Rule?</p> <p>Multiple Choice Options:</p> <ul style="list-style-type: none"> A. To avoid doing any tasks longer than two minutes B. *To complete small tasks right away to build productivity momentum C. To delegate all short tasks to others D. To track how many quick tasks you complete each day <p>Incorrect Feedback:</p>	N/A	Knowledge Check – Multiple Choice

		<p> Not quite. The 2-Minute Rule focuses on completing short tasks immediately to free up time and mental space.</p> <p>Correct Feedback:</p> <p> Great job! The rule encourages immediate action on small tasks to stay efficient.</p> <p><i>Question 2:</i> Which of the following is a good example of using the 2-Minute Rule?</p> <p><i>Multiple Choice Options:</i></p> <ul style="list-style-type: none">A. Spending 30 minutes cleaning your inboxB. Starting a report that will take several hoursC. *Quickly replying “Got it!” to a short messageD. Scheduling time to read emails later in the week <p>Incorrect Feedback:</p> <p> Remember, the 2-Minute Rule applies only to tasks that can be completed immediately.</p> <p>Correct Feedback:</p> <p> Yes! Simple actions like short replies are perfect uses of the rule.</p>	
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		<p><i>Question 3: When shouldn't you use the 2-Minute Rule?</i></p> <p><i>Multiple Choice Options:</i></p> <ul style="list-style-type: none"> A. When you want to avoid procrastination B. When the task is part of your routine C. When you're trying to clear your inbox quickly D. *When the task will take 10 minutes to complete <p>Incorrect Feedback:</p> <p>✗ The rule works only for truly quick tasks — anything longer can interrupt your focus.</p> <p>Correct Feedback:</p> <p>✓ Right! Tasks that take longer than two minutes should be scheduled or planned, not started immediately.</p>		
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Microlearning Lesson – Slide 1.6				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
Closing Statement	<u>N/A</u>	Start small — tomorrow, notice how many tasks take less than two minutes and do them right away. You'll be amazed at how much you accomplish when you stop delaying the small stuff.	N/A	Statement – Statement B

Microlearning Lesson – Slide 1.6				
Visual Layout/Assets	Asset Links	Page Text	Narration / Voiceover:	Block / Interactive:
Congratulations on completing this course 	CourseCompletion.png	N/A	N/A	Image – Imaged Centered