



How-To Guide

Topic: Reduce Decision Fatigue

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How to Reduce Decision Fatigue: 6 Simple Routines That Make Life Easier

From what to wear to what to eat to what to read, the average adult makes a staggering 35,000 decisions every day.

This constant stream of decision-making causes *decision fatigue*, the mental exhaustion that occurs when making oodles of decisions over time.

Feeling exhausted by it all? Here are six practical routines to reduce decision fatigue and reclaim some precious mental energy.

Routine 1: Morning Pre-Sets

Prevent decision-making before your eyes are fully open by starting your day the night before. Some quick and easy tasks you can knock out before bedtime include:

- Assembling your outfit
- Prepping your breakfast
- Making your lunch
- Packing your bag / backpack / briefcase / lunchbox

Routine 2: Meal Plans

If it's Taco Tuesday, there's at least one meal this week you don't need to wonder about. You can solve for the endless buffet that is the American daily diet by:

- Creating a weekly menu, including home-cooked and restaurant meals
- Prepping ingredients and meals (or orders!) in advance
- Packaging meals for grab-and-go or heat-and-eat convenience

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Routine 3: Digital Calm

You've got email, DMs, texts, posts, voicemail, and alerts sounding off all day, every day. Cut back on the chaos by:

- Turning off nonessential notifications on your phone
- Scheduling "Do Not Disturb" blocks of time on your calendar
- Choosing times during the day—like early morning and mid-afternoon—to check and respond to messages
- Setting up rules and auto-replies for email and other apps

Routine 4: Decision Set Strategy

A big decision (like your vacation) often breaks down into a bunch of smaller decisions (when to go, where to stay, what to do), creating a full set of related choices you need to make. Apply some basic logic to tackle a decision set by:

- Defining the assignment (take a day trip)
- Identifying the elements (date, location, transportation, activities, meals)
- Listing your constraints (budget / preferences / interests reduce the options)
- Considering the options (research)
- Making and committing to decisions (purchase tickets, reserve tables)

Routine 5: Low impact = Low effort

There's a difference between deciding on a paint color for your bedroom and deciding on an ink color for your pen. They don't create the same impact, so they don't require the same amount of time and effort. Keep lower impact decisions quick and painless by answering these questions:

- Is it safe—no danger to life, limb, or reputation?
- Is it practical—will it do the job I need it to do?
- Is it timely—can I get it/use it at the point of need?
- Is it affordable—can I spend what it costs (in money, time, or effort)?

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Routine 6: Next-Day Intentions

A short reset at the end of today can result in an easier tomorrow. Block off the last 20 minutes of each day on your calendar and use it to set your intentions and reduce *rock or hard place* decisions by:

- Scanning late-day messages for emergent priorities (reduce surprises)
- Creating a list of one to three must-do's (set focus)
- Reviewing tomorrow's schedule and resolving any conflicts (lock in)

The best advice for most things is to start small, and reducing decision fatigue is no exception. Choose any one of these routines—or any bullet from one of these routines—to begin. Master it, then add another.

In a surprisingly short time, you are bound to notice less friction, less stress, more clarity, and more calm. Print and save our **6 Simple Routines** below to guide you.

Bonus content: 6 Simple Routines

6 SIMPLE ROUTINES TO REDUCE DECISION FATIGUE

1 | Morning Pre-Sets

Before bed:

- Assemble your outfit
- Prep your breakfast
- Make your lunch
- Pack your bag

2 | Meal Plans

Narrow the number of options:

- Create a weekly menu
- Prep ingredients, meals, orders
- Package meals for grab-and-go and heat-and-eat convenience

3 | Digital Calm

Silence is golden:

- Turn off nonessential notifications
- Schedule "Do Not Disturb" time
- Set times for checking messages
- Create rules and auto-replies for email and other apps

4 | Decision Set Strategy

Conquer a set of related decisions:

- Define the assignment
- Identify the elements
- List your constraints
- Consider the options
- Make/commit to decisions

5 | Low Impact=Low Effort

Make low impact decisions fast:

- Is it safe?
- Is it practical?
- Is it timely?
- Is it affordable?

6 | Next-Day Intentions

End of the workday:


- Scan late-day messages for emergent priorities
- Create a list of one to three must-do's for tomorrow
- Review tomorrow's schedule and resolve any conflicts

Carousel design options

EASY BUTTON SERIES

6 Routines to Reduce Decision Fatigue

AND MAKE YOUR LIFE EASIER




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01

Create Defaults

Start your mornings the night before:

- Choose your outfit.
- Prepare your breakfast.
- Pack your commuter bag.




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02

Limit Choices

Plan and prep meals in advance:


- Create a weekly menu rotation.
- Prep ingredients and meals in advance.
- Package for grab-and-go convenience.



Make Life Easier Series 1/8

6

Routines to reduce decision fatigue



Reduce decision fatigue 2/8

1

Start your mornings the night before.


- Choose your outfit
- Prepare your breakfast
- Pack your commuter bag

Reduce decision fatigue 2/8

2

Plan and prep meals in advance.

- Create a weekly meal rotation.
- Prep ingredients and meals in advance.
- Package for grab-and-go convenience.



6 Routines that reduce Decision Fatigue and make life easier!

Routine #1

Start your mornings the night before

Choose your outfit, prepare your breakfast, pack your commuter bag.



Routine #2

Plan and prep meals in advance

Create a weekly meal rotation, prep ingredients and meals in advance, package for grab-and-go convenience.

