



# 20 **ATOMIC HABITS** THAT WILL CHANGE YOUR LIFE IN 3 MONTHS

# **WAKE UP 30 MINS EARLIER**



**Start your day with peace and extra time to set intentions.**

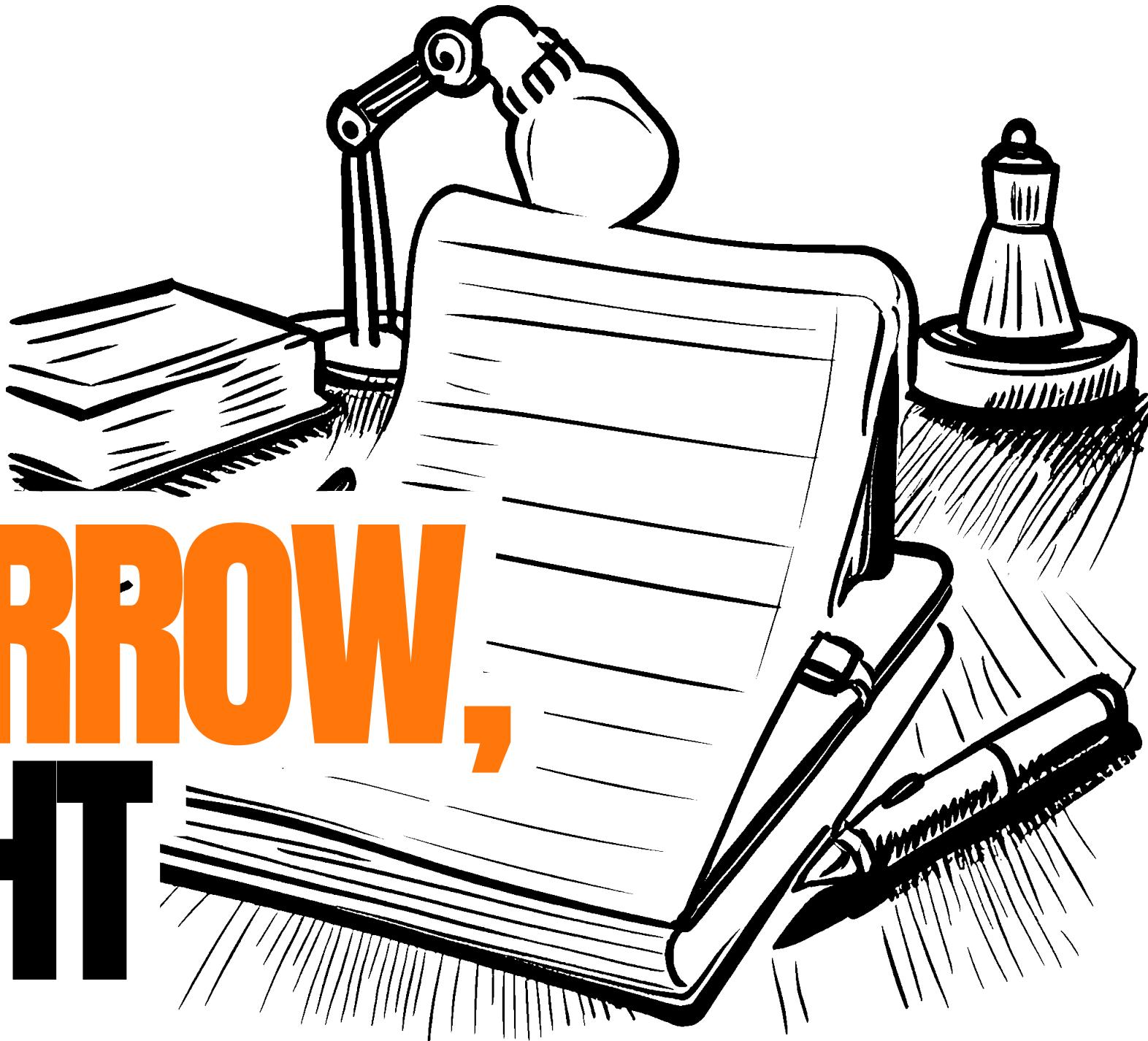
## **Why It's Important:**

- Allows for calm, unrushed mornings.
- Sets a positive, productive tone for the day.

## **How to Do It:**

- Gradually adjust your alarm earlier by 5 minutes each week.

# **PLAN TOMORROW, TONIGHT**



**End each day by creating a simple to-do list for the next day.**

## **Why It Works:**

- Clears mental clutter before sleep.
- Prepares you to hit the ground running in the morning.

## **How to Do It:**

- List the top 3 things you need to accomplish tomorrow.

# DRINK WATER FIRST THING



**Hydrate your body immediately after waking to jumpstart your system.**

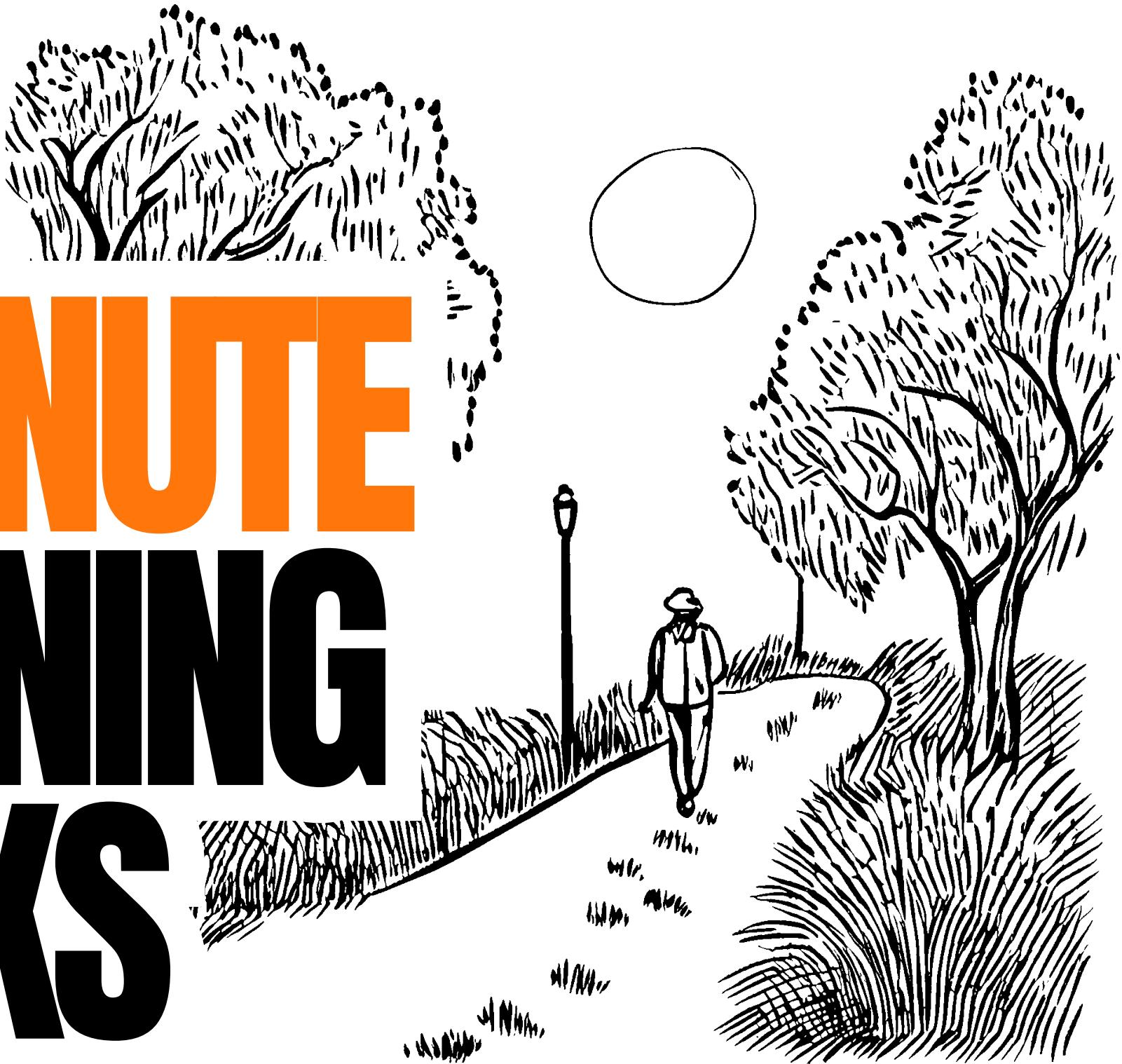
## Why It Works:

- Boosts energy and kickstarts metabolism.
- Rehydrates after hours of sleep.

## How to Do It:

- Place a glass or bottle of water by your bedside before sleeping.

# TAKE 5-MINUTE MORNING WALKS



**Step outside for a brief walk to breathe in fresh air and wake up fully.**

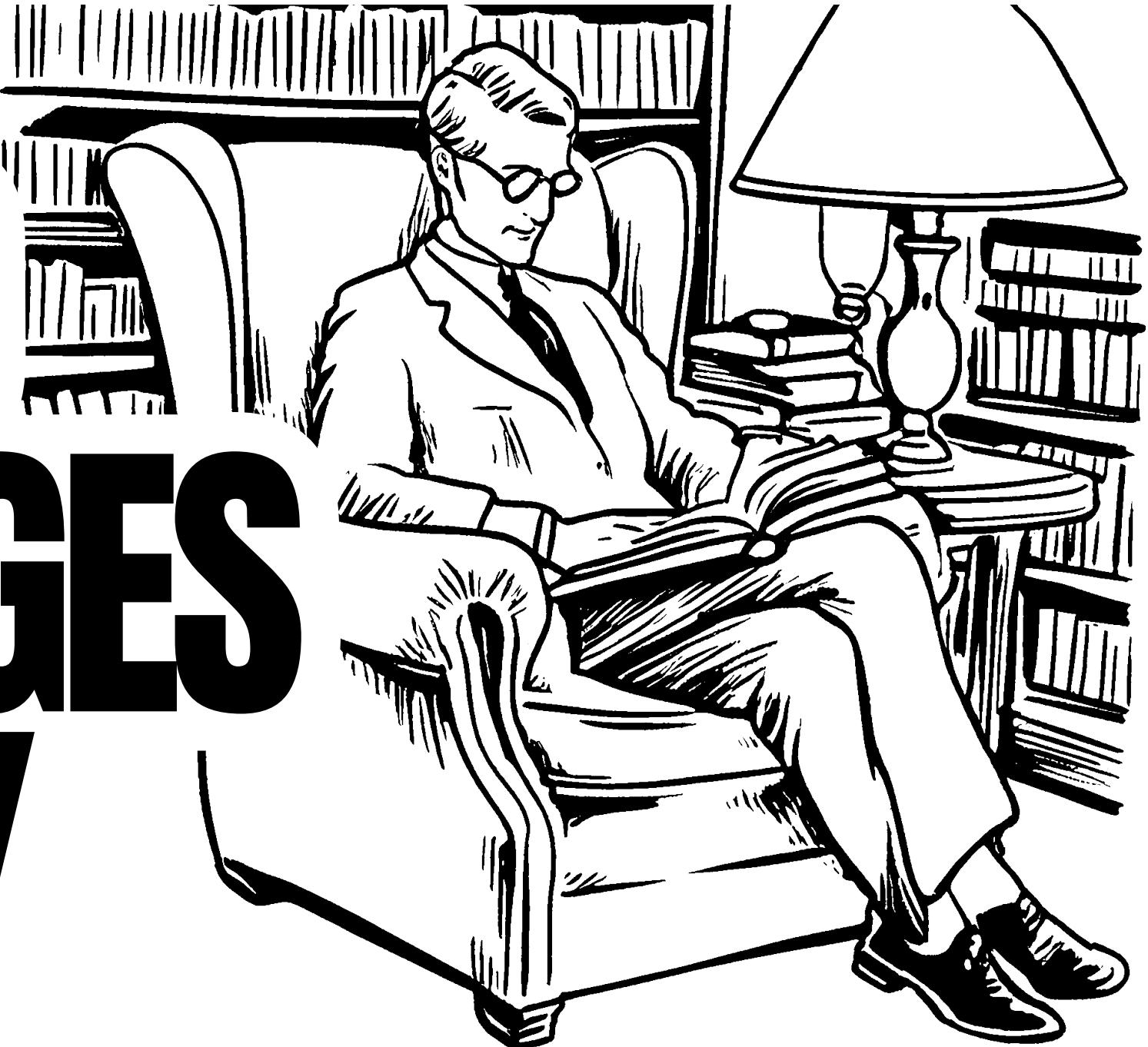
## **Why It Works:**

- Increases circulation and mental clarity.
- Enhances mood and provides a quiet moment before work.

## **How to Do It:**

- Walk around your block or in a nearby park for 5-10 minutes after waking.

# **READ 5 PAGES DAILY**



**Commit to reading 5 pages of a book each day to build knowledge gradually.**

## **Why It Works:**

- Compounds over time into significant learning.
- Encourages consistent intellectual growth.

## **How to Do It:**

- Set a dedicated time, like morning or lunch, for daily reading.

# CHECK EMAIL TWICE A DAY



**Limit checking your inbox to two specific times each day to reduce distractions.**

## **Why It Works:**

- Improves focus by limiting interruptions.
- Helps you stay on task with more meaningful work.

## **How to Do It:**

- Choose two windows, like late morning and mid-afternoon, for email reviews.

# **DECLUTTER FOR 5MINS**



**Spend 5 minutes a day tidying up your workspace or home to maintain order.**

## **Why It Works:**

- Clears physical space, leading to mental clarity.
- Boosts productivity in a clean environment..

## **How to Do It:**

- Set a timer and organize or clean for just 5 minutes daily.

# USE THE **POMODORO TECHNIQUE**



**Work in focused 25-minute intervals, followed by short breaks to stay fresh.**

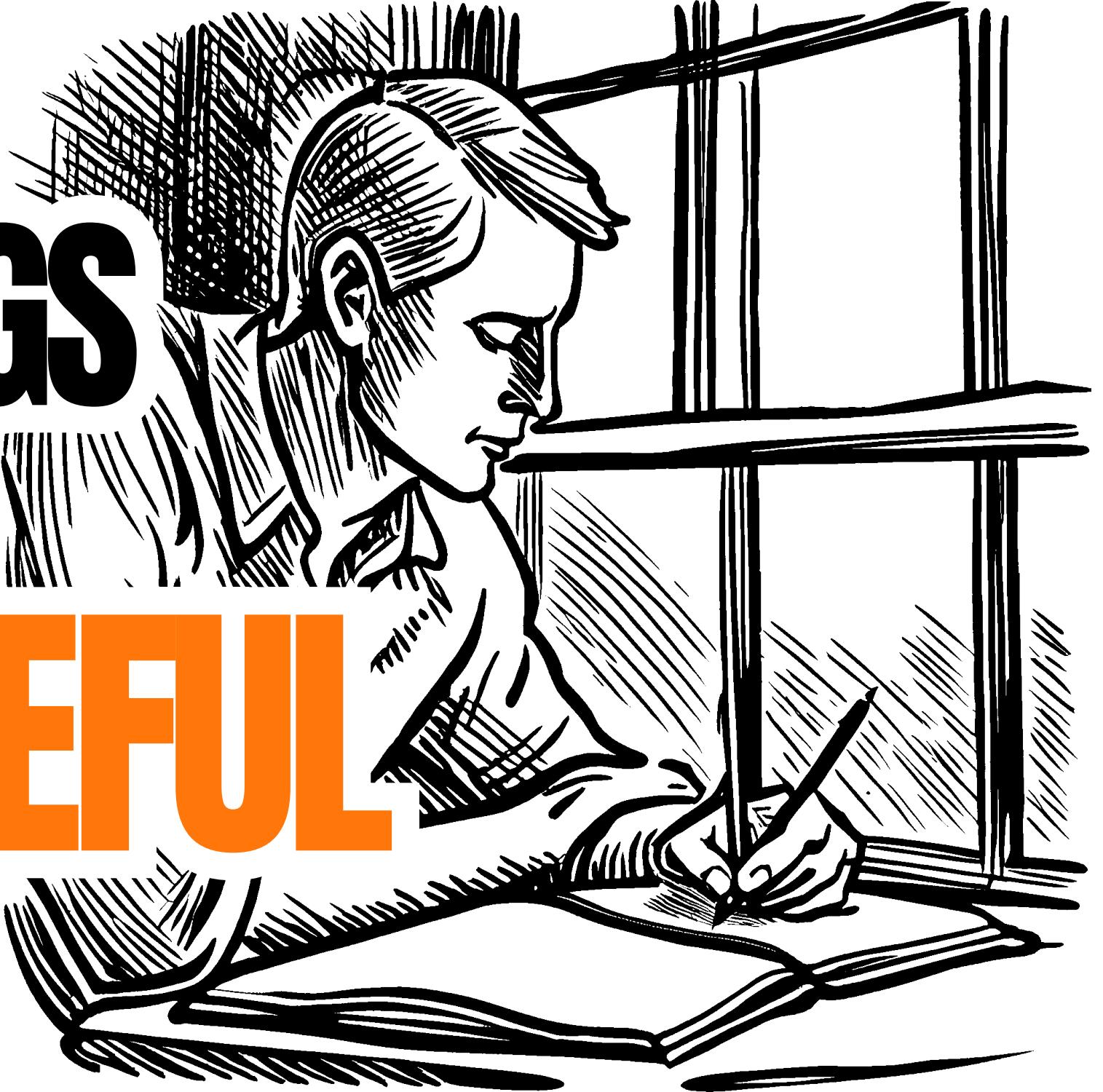
## **Why It Works:**

- Enhances concentration and prevents burnout.
- Breaks tasks into manageable, focused chunks.

## **How to Do It:**

- Set a timer for 25 minutes, then take a 5-minute break.

# **WRITE 3 THINGS YOU'RE GRATEFUL FOR**



**Practice gratitude by writing down three things you're thankful for each day.**

## **Why It Works:**

- Boosts positivity and mental well-being.
- Helps shift focus from problems to blessings.

## **How to Do It:**

- Write these before bed or first thing in the morning.

# **STAND-UP EVERY 30-MINS**



**Take a short standing or stretching break every 30 minutes to stay energized.**

## **Why It Works:**

- Increases blood flow and prevents fatigue.
- Helps maintain focus and productivity.

## **How to Do It:**

- Set a reminder on your phone or computer to stand and stretch.

# UNPLUG 1-HOUR BEFORE BED



**Power down your electronic devices an hour before bedtime to wind down.**

## **Why It Works:**

- Improves sleep quality by reducing blue light exposure.
- Prepares your mind and body for rest.

## **How to Do It:**

- Set a daily reminder to turn off screens and switch to low-tech activities like reading.

# SEND A “THANK YOU” MESSAGE DAILY



**Express appreciation to someone in your network or personal life every day.**

## **Why It Works:**

- Strengthens personal and professional relationships.
- Increases feelings of connection and gratitude.

## **How to Do It:**

- Send a short, genuine message via text, email, or social media.

# MEDITATE FOR 3-MINS



**Practice mindfulness for just 3 minutes a day to reset and center yourself.**

## **Why It Works:**

- Reduces stress and improves focus.
- Creates a calm mental space for reflection.

## **How to Do It:**

- Use a timer or meditation app for guided sessions.

# CHECK YOUR BANK BALANCE DAILY



**Take a minute each day to review your bank account to stay financially aware.**

## **Why It Works:**

- Builds awareness of spending and saving habits.
- Prevents financial surprises or overdrafts

## **How to Do It:**

- Quickly check your account via your banking app or website.

# SAY “NO” TO ONE THING



**Set boundaries by politely declining at least one non-essential task or request each day.**

## **Why It Works:**

- Protects your time and mental energy.
- Helps focus on high-impact tasks and priorities.

## **How to Do It:**

- Prioritize important tasks and let go of low-priority ones.

# BATCH SIMILAR TASK



**Group similar tasks together and complete them in one focused session.**

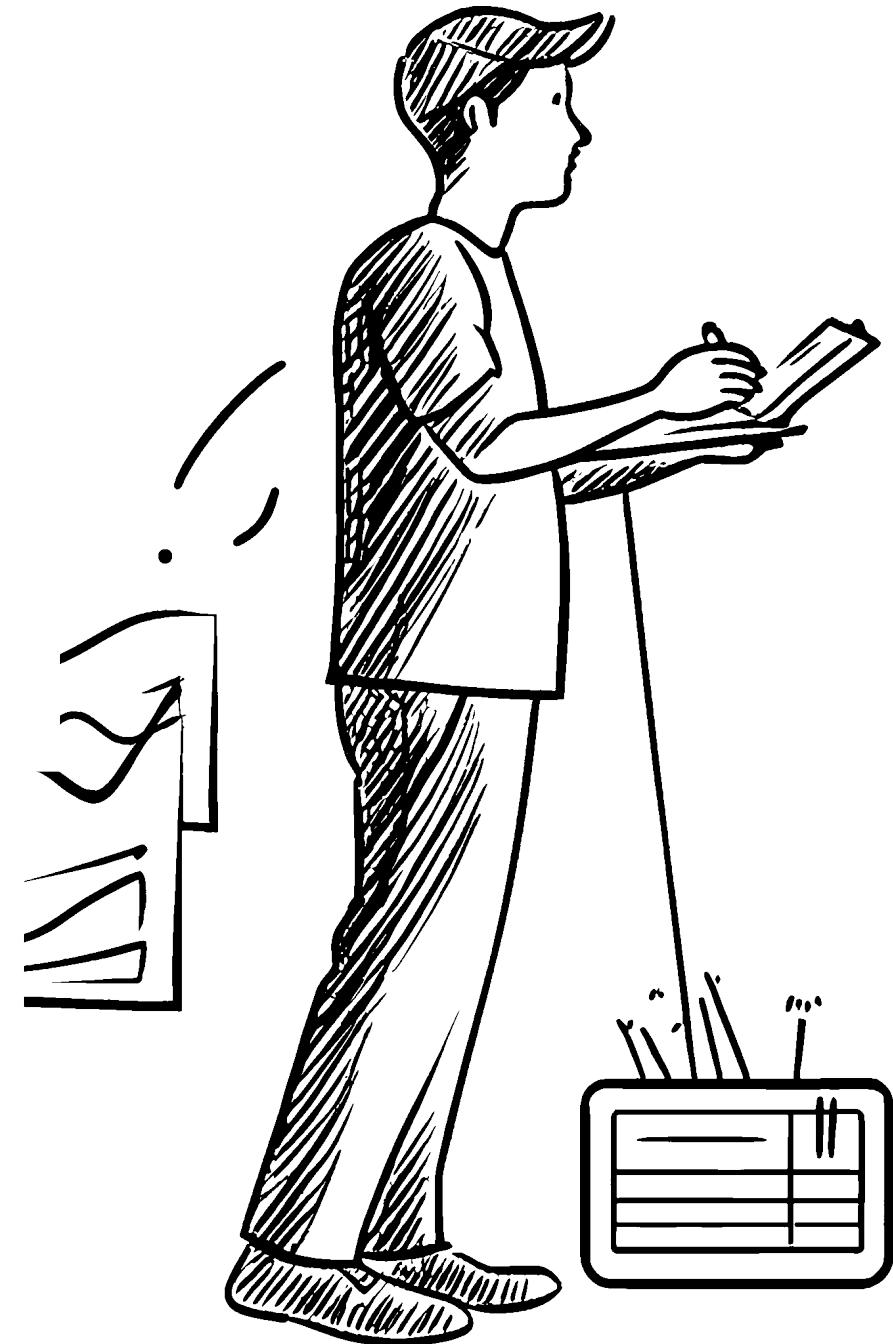
## **Why It Works:**

- Saves time by minimizing context-switching.
- Improves productivity by focusing on one type of work.

## **How to Do It:**

- Organize tasks (emails, calls, admin) into blocks of time.

# TRACK ONE HABIT DAILY



**Choose a habit to track consistently each day, such as exercise or hydration.**

## Why It Works:

- Encourages consistency through accountability.
- Provides a clear visual of progress.

## How to Do It:

- Use a habit tracker app or notebook to mark off each day's completion.

# SET A DAILY LEARNING GOAL



**Dedicate 10 minutes each day to learning something new, no matter how small.**

## **Why It Works:**

- Promotes continuous growth and skill-building.
- Keeps your mind engaged and sharp.

## **How to Do It:**

- Spend time on online courses, podcasts, or reading on a new topic.

# ASK ONE GOOD LIFE QUESTION DAILY



**Engage in conversations by asking thoughtful, open-ended questions.**

## **Why It Works:**

- Fosters meaningful interactions and deepens relationships.
- Expands your understanding of different perspectives

## **How to Do It:**

- Make a conscious effort to ask a question in every interaction or meeting.

# REVIEW YOUR GOALS WEEKLY



**Set aside time at the end of each week to reflect on and adjust your goals.**

## Why It Works:

- Keeps you focused on long-term objectives.
- Allows for course correction based on weekly progress.

## How to Do It:

- Dedicate 5-10 minutes to reviewing goals and setting intentions for the next week.



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