

# Zen Habits - Leo Babauta

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## Ch 1 : De-cluttering

- If you haven't used it in the last year, junk it
- Have To-Do lists based on context, like @Home, @Work, @Calls etc

## Ch 2 : Single Tasking

- multi-tasking is less efficient
- Tasks inbox @
- Google Tasks-Calendar
- Emails - Outlook, Yahoo, Gmail
- Diary (short term)

## Ch 3 : Edit your commitments

- For each area there could be goals
- Just keep 2-3 goals
- Relax-Fun

## Ch 4 : Eliminate all but the essential

- Reduce most of the inputs
- No TV, sites you visit, Newspapers, Magazines, RSS feeds, Blogs
- Deactivate useless accounts
- Do minimum but quality work
- it should be contrarian to stand out
- Don't spread too thin

## Ch 5. Don't do everything on your task list, you will never get it to zero, its ok!!

## Ch 6. Art of Doing nothing

- Close all distractions - mobile, TV, Computer etc
- Sit quietly - do attentive breathing
- If you are waiting for something, in queue, do nothing, no emails, no reading, just focus on breathing

## Ch 7. Declutter your mind

- Write down everything that you have on mind, on paper, later either take it to tasks or mms
- Office: Keep diary-journal, for Personal, keep small diary for daily noting
- Just do less tasks - do the ones you take very nicely, then relax/enjoy
- Let GO - frustrations, worries, grudges
- Slow down - walking, talking, working : NO RUSH
- Get load off to someone - delegate - set expectations

## Ch 8. Simplicity Tips

- Get rid of non essential commitments
- Get rid of non essential items - books, cassettes, CDs, electronics, clothes, e-accounts, blogs, newsletters, rss feeds, bookmarks etc stuff
- Limit your communication - close IM, digital detox
- Keep Work files on Work Laptop only, keep personal files on Home Laptop, no mix-up
- Read all the unread books, make MMs
- Watch all unseen CDs, HDD movies on Sundays

## Ch 9. Eat Slower

- Don't read newspaper or watch anything
- SLOW (not FAST) food movement
- Pay attention to what you are eating, taste it

## Ch 10. Purpose your day

- 3 MITs. first has to be first one in the morning, may be health related activities
- Closely understand your work, talk to people

## Ch 11. Focus on big rocks

- Weekly tasks to accomplish
- Put them on Google tasks as well as white board

## Ch 12: Clear-out Inbox

- Junk =\_ Delete
- Long one/Info =\_ move to appropriate folder as unread
- If quick =\_ reply back with 4-5 lines
- Waiting for response today =\_ Keep them in Inbox

## Ch 13. Clear your Desk

- Keep essential items only
- Keep work-personal phone pdf handy
- Keep ready refs, imp mm pdfs, accounts-password pdf handy
- Keep backup of all on Google docs as well as printed set at home and office folder

## Ch 14. Become an early riser

## Ch 15. Be motivated when you are in slump

- Create Goals mm with pictures and paste it on wall
- Publicize goals to public?

## Ch 16. Make most of your laziest day

- Relax, take nap, go for a walk
- Sunday

## Ch 17. Decompress after high stress

- Deep breathing
- Self Massage
- Take a walk
- Take a day off, don't do anything, yes - anything

## Ch 18. Cultivate compassion in your life - be kind

## Ch 19. Escape Materialism

- Donate all un-necessary items
- Keep minimum-quality ones

## Ch 20. Practical tips for living with a golden rule

- treat others the way you want to get treated
- be helpful, kind and friendly
- STOP CRITICISM

## Ch 21. Accept criticism with grace and appreciation

- try to explain your stance to give clarity
- "I don't think I made myself very clear..."

## Ch 22. Have faith in humanity and restore kindness

- people are not meeting much
- becoming rude, lonely
- Practice kindness, help others without expecting anything in return

## Ch 23. Boost your self confidence

- Groom yourself
- good language
- good looks
- good dressing
- Know yourself
- start looking at your thoughts - which are predominant ones
- are you always fault finding?
- what are my limitations, fears?
- Speak slowly
- Stand tall and smile
- Increase competence
- Volunteer

## Ch 24. Live your life consciously

- Have clarity on what you are doing and for what?
- Take control of your life
- Consider your impact on world
- Write best books, may be free e-books
- Write best apps and give them free/nominal charge
- Give project/thesis guidance - free
- Build leaders, teams