If you havent used it in last year, junk Ch 1: Decluttering Have To-Do lists based on context, like @Home, @Work, @Calls et multi-tasking is less efficient Google Tasks-Calendar Keep essential items only Ch 2: Single Tasking Emails - Outlook, Yahoo, Gmail Keep work-personal phone pdf handy Tasks inbox @ Ch 13. Clear your Desk Mind Maps Keep ready refs, imp mm pdfs, accounts-password pdf hand Diary (short term) Keep backup of all on Google docs as well as printed set at home and office folds For each area their could be goals 4:30 II, Water, Milk, sit quietly till ! Health 5:00 3 km running, 5:30 to 6:30 Gym, get ready by Ch 3: Edit your committments Ch 14. Become an early riser: I do Just keep 2-3 goals 7 to 8 help at home, emails Work Print Dalai Lama quote pg 49 "Today..." and paste it on cupboard Relax-Fun Create Goals mm with pictures and paste it on wa No TV, sites you visit, Newspapers, Magazins, RSS feeds, Blogs Ch 15. Be motivated when you are in slump Reduce most of the inputs Deactivate useless accounts publisize goals to public? Ch 4: Eliminate all but the essential it should be contraraian to stand out relax, take nap, go for a walk Do minimum but quality work Ch 16. Make most of your laziest day Don't spread too thin Sunday Ch 5. Dont do everything on your task list, you will never get it to zero, its deep breathing ok!! Self Massage Ch 17. Decompress after high stress Close all distractions - mobile, TV, Computer etc take a walk Sit quietly - do attentive breathing take a day off, sick!!! Ch 6. Art of Doing nothing If you are waiting for something, in queue, do nothing, no emails, no reading, just focu Ch 18. Cultivate compassion in your life - be kind on breathing Donate all un-necessary items Write down everything that you have on mind, on paper, later either take it to tasks or Ch 19. Escape Materialism Keep minimum-quality ones mms treat others the way you want to get treate Office: Keep diary-journal, for Personal, keep small diary for daily noting Ch 20. Practical tips for living with a golden rule be helpful, kind and friendly Just do less tasks - do the ones you take very nicely, then relax/enj Ch 7. Declutter your mind Leo Babuta STOP CRITICISM Let GO - frustrations, worries, grudges try to explain your stance to give clarit Slow down - walking, talking, working: NO RUSI Ch 21. Accept criticism with grace and appreciation "I dont think I made myself very clear... Get load off to someone - delegate - set expectations people are not meeting much Get rid off non essential committments Ch 22. Have faith in humanity and restore kindness becoming rude, lonely Get rid of non essential items - books, cassets, CDs, electronics, clothes, e-accounts, blogs, newsletters, rss feeds, bookmarks etc stuff Practice kindness, help others without expecting anyting in retu Limit your communication - close IM, digital detox good language Ch 8. Simplicity Tips Groom yourself good looks Keep Work files on Work Laptop only, keep personal files on Home Laptop, no mix-up good dressing Usual dress: Shirts/Tshirts; Jeans; Bata sports, Bullet. Just keep 2-3 formal pants, res Jeans, keep 1-2 max ethnic dresses, donate rest start looking at your thoughts - which are predominant ones Read all the unread books, make MMs Know yourself are you always fault finding? Ch 23. Boost your self confidence what are my limitations, fears? Watch all unseen CDs, HDD movies on Sundays Speak slowly Dont read newspaper or watch TV while eating Stand tall and smile Ch 9. Eat Slower SLOW (not FAST) food movement Increase competence Pay attention to what you are eating, taste Volunteer 3 MITs. first has to be first one in the morning, may be health related activit Have clarity on what you are doing and for what 2. Android subsystem understanding, doing sample apps Ch 10. Purpose your day Take control of your life 3. Closely understand 123DDD, projects, talk to people, understand their work in code keep notes of these meetings, do it with all Write best books, may be free e-books Ch 24. Live your life consciously Weekly tasks to accomplish Write best apps and give them free/nominal charge Consder your impact on world Ch 11. Focus on big rocks Give project/thesis guidance - free Put them on Google tasks as well as white board Build leaders, teams Junk => Delete Long one/Info => move to appropriate folder as unread Ch 12: Clear-out Inbox If quick => reply back with 4-5 lines

Waiting for response today => Keep them in Inbox