

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 contrararian 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 off 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 = \hookrightarrow Delete

Long one/Info = \hookrightarrow move to appropriate folder as unread

If quick = \hookrightarrow reply back with 4-5 lines

Waiting for response today = \hookrightarrow 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 dont 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



Thanks ... yogeshkulkarni@yahoo.com

