

SHAWN
FREEMAN

**15 SYSTEMS, HABITS,
AND IDEAS THAT
MAKE YOU FEEL LIKE
YOU'RE LIVING LIFE
WITH CHEAT CODES**



1. POMODORO TECHNIQUE

This productivity technique tells you to work for 25 minutes, take a 5-minute break, then repeat until you're done.

You can adjust the lengths of each, but time blocking in general is a useful concept.



2. 3-MINUTE RULE

Starting is often hard, but keeping momentum is a lot easier.

So, tell yourself that you're only going to work for 3 minutes, start working, then let momentum take you to 25 minutes or more.



3. 5-MINUTE RULE

If something takes less than 5 minutes, do it immediately.

Don't procrastinate. Don't schedule it for later. If you have a bit of free time, knock that task out so you don't have to think about it.



4. 80/20 PRINCIPLE

In most systems, roughly 80% of the output comes from roughly 20% of the input (e.g. 80% of health benefits come from a few simple habits).

Find those important inputs and focus on them.



5. HABIT REPLACEMENT

Trying to stop doing something is difficult. Trying to replace it with something else is usually easier.

For example, don't just cut down on drinking soda. Replace it with drinking water.



6. 10-10-10 APPROACH

When making decisions, think about the consequences in 3 time scales: 10 minutes, 10 months, and 10 years.

Try to pick the choice that helps you in all of those rather than just 1 or 2.



7. RULE OF 3

Having a massive to-do list is intimidating. Looking at a smaller list of tasks feels more doable.

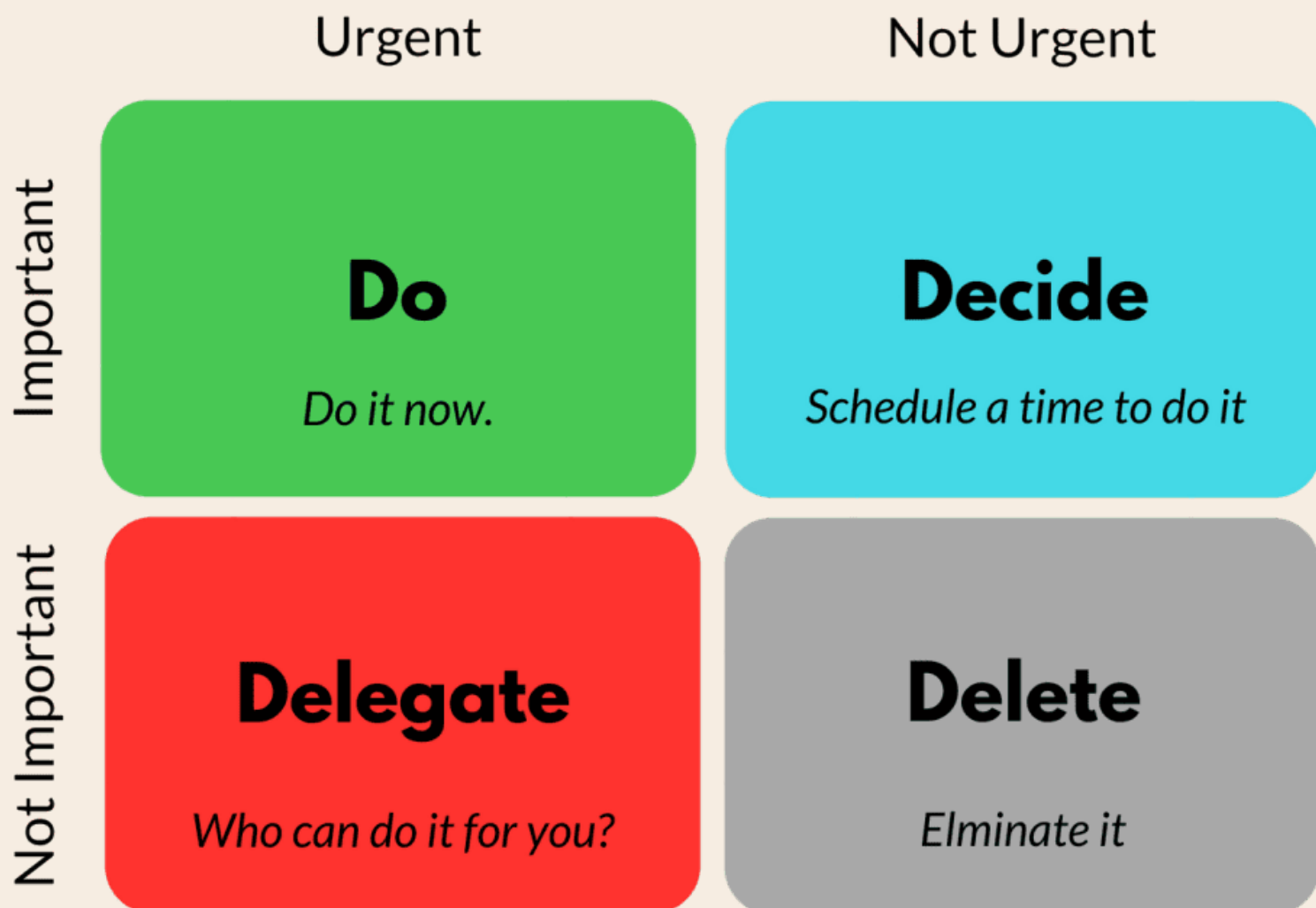
So, make a list of 3 essential tasks, do those, then move on to less essential stuff.



8. EISENHOWER MATRIX

Here it is:

The Eisenhower Decision Matrix



9. 28-DAY MINIMUM

Research shows that it takes about 3-4 weeks for a new habit to stick.

So, just think about getting to 28 days. Make that your sole focus. Once you're over the hump, it'll be easier.



10. AM/PM LISTS

**At the start of your day,
follow your to-do list.**

**At the end of your day,
review what you finished and
create a new to-do list for
the next day. This helps you
wake up with clarity instead
of uncertainty.**



11. DIGITAL DETOX

Set aside time to be off of screens completely.

If you can, do it daily in blocks of an hour or more, then do a full day detox once every month or every few months.



12. MINIMIZE 0 DAYS

You don't need to make massive progress on your goals every day.

But you should try to avoid days where you make no progress as much as you can. Unless you're taking the entire day off, do one thing that moves you forward.



13. NO DOUBLE MISSES

No matter who you are, you're going to occasionally have a 0 day where you don't make any progress.

When that happens, commit to bouncing back the next day instead of getting momentum in the wrong direction.



14. PERIODIC REVIEWS

At the end of every week, review what you finished, what you didn't, and how you can be better going forward.

Do the same thing monthly and yearly too so you stay on track in all time frames. This will help you progress and give you clarity.



15. THE RULE OF 1

At the start of every year, pick 1 goal to chase for the next 12 months.

Then, give that goal 1 hour of work per day, and don't miss more than 1% of the days (roughly 36) of the year. After a decade, you'll be a different person.



LAST THOUGHTS:

Life is hard, but when you have smart systems, it's a lot easier.

Pick a handful of these and make them a part of how you think and live.

I bet you'll be happier and more successful soon.



THAT'S EVERYTHING

TWO QUICK FAVORS TO ASK...

- 1 If you liked this post, reply with which part of it you liked best.
- 2 If you loved it, follow me for more content like this.

THANKS FOR READING!