

Zen Habits - Leo Babauta

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