

## Morning

- **Wake up early** — get up earlier than you normally do
- Use an alarm clock rather than your smartphone
- Always get up at the same time, even on weekends
- **Spring immediately out of bed**
- Make your bed after getting up
- Review your day goals

## Work

- **Work in 30 to 90 minute intervals without distraction and then take a break** — use a timer
- If you need to focus on a specific task, stay in a quiet place, if you are doing creative work, be surrounded by ambient noise
- **Be militant about eliminating distractions**
- Morning is the most productive time of the day — **use internet only after noon**

## Evening

- **Go to bed early**
- **Turn off electronics**, at least 1 hour before bed
- Pre-bedtime routine: organize your equipment — clothes, bag, take a shower
- Set goals for the next day

## Time Management

- The two most valuable assets are time and health, don't waste them
- Disable all app notifications on your phone — use a basic Nokia mobile phone
- Schedule meeting in the afternoon
- **Schedule your email and Facebook** — pick two or three times during the day
- Do not chat online — pick up the phone instead
- Do not watch the news — nothing important happens, most of the time

## Health

- **Do sport** — **walk 1 hour** or do 100 push-ups/squats a day
- Use a standing desk to work
- Eat healthy — eat salad rather than sandwich
- Don't drink sodas — drink water
- **Don't drink alcohol**
- **Do not eat 1 day a week**

## Personal Growth

- Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do
- Keep in touch with friends that you like
- **Read 1 hour a day at least** — read also in a foreign language
- If you feel stuck, contribute to somebody else. By removing the focus on yourself and helping somebody else, you will begin to think creatively again and find solution to problems
- **Write regularly**
- **Learn a foreign language** — this will require ~1,000 hours
- **Work on your defects**
- Review your lifetime goal regularly