

# Essential Life Hacks

## Morning

- Wake up early — during the early hours of the morning there is less distraction
- Always get up at the same time, even on weekends
- Use an alarm clock rather than your smartphone
- Spring immediately out of bed and drink a glass of water
- Make your bed after getting up
- Do 10 push-ups/squats
- 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
- Get away from the computer — use a notepad and pen

## Evening

- Go to bed early — the late hours of the day are almost never spent productively
- 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, do not waste them
- Disable all app notifications on your phone — use a basic Nokia mobile phone
- Schedule meeting in the afternoon
- Schedule your email and social networks — pick two or three times during the day
- Use internet at set points in the day — set disconnection times
- 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
- Do not 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