Identify the essential and eliminate the unnecessary. These are the keys to accomplishing the goals that can change your life.

Babauta’s approach centers on his Six Principles of Simple Productivity:

1. **Setting Limits**: Target every activity and impose restrictions on the amount of time you commit to them.

2. **Choosing the Essentials**: Question everything you do. Edit your list of activities until you’re left with only those necessary to achieving your goals and fulfilling your passions. Separate out the activities you absolutely have to do from those you simply want to do or think you should do.

3. **Simplifying**: This means eliminating non-essential tasks. But it doesn’t mean just abandoning them. You can delegate some, and others you can postpone to a better time. A critical skill is developing the ability to say “no” – if you simply don’t have time to do additional tasks, say so.

4. **Getting Focused**: This is your most important tool for getting things done. The key is to target just one thing at a time. Humans are not natural multitaskers. Trying to do several things at once distracts, delays and limits our success.

5. **Creating Habits**: Once you’ve identified essential behaviors, repeat them until they’re ingrained. One way to do this is to commit to doing just one new activity and then do it every day for 30 days. Choose an easy goal, write it down and “go public” with it. Make it measurable and record and report on your progress daily.

6. **Starting Small**: Starting new habits and building on them in small increments is key. It narrows your focus, sustains your energy and enthusiasm, and ensures your eventual success. With anything new our initial overenthusiasm drives our ambitions, but motivation falters with time. You won’t give up so easily if you start with a less challenging goal.