"You do not rise to the level of your goals. You fall to the level of your systems." — James Clear, Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones

Ten Evil Time Sucking Habits that are keeping you...

Tired - Distracted - Overworked - And Feeling like You're about to Snap

So you can **scan through this cheat sheet in under 2 minutes you'll** find the **time sucking habits in red** and the **systems to manage them in gold.**

Snooze Button

Dragging your Ass {hitting snooze} out of bed in the morning.

"*Hitting the snooze button* **kills your productivity** *for at least four hours. The snooze button causes a state in your brain called sleep inertia.* **It's so bad it actually has a name**" Mel Robbins

System...

Put your alarm clock far enough away from your bed so that you have to get out of bed to turn it off. And use Mel Robbins 5 second Rule...

Late nights

You know how your Mum made you have a bedtime - she knew something. The % of people that don't need eight hours sleep is so close to 0% that if you think it's you, it's not.

System...

Set a bedtime reminder in your phone so that you get [eight hours sleep.](#)

Email

The average person gets over 147 emails per day. Reopening multiple emails - multiple times is wasting massive amounts of your precious time.

There's only 5 things that you should do with an email, with the ultimate goal being to never open it twice.

System...

Reply - Delete - Delegate it - File it - [Defer schedule for later](#) {last resort}

Driving

More specifically listening to the shite on the radio in the car while your driving.

System...

Download a podcasts app to your phone and transform your most unproductive time {driving} into one of your most productive times by listening to the [Genius Network Podcast.](#)

Social Media

The amount of time {the average person spend 2 - 3 hours per day} that you spend on the **Dopamine Machine** {your mobile phone} in your pocket is staggering waste of your precious life.

System...

Delete all Social Media Apps from your phone. When you want to use one, download it - login - use it - delete it again. This is known as [the 20 second rule.](#)

Complaining

"*Do you know how much of your life you waste complaining, each and every one of you myself included. Think about how much energy you lose complaining*" - Sean Stephenson {aka the 3 foot giant}

System...

[The unstoppable formula.](#) "*Anytime you're in a dark space pull out a piece of paper and write down {focus} on what you do want. When you focus on a compelling future you are pulled forward*" - Sean Stephenson

Social Isolation

"*Connection friends are really good for you. People particularly men fear it. It's the greatest drug in the world and it's FREE and it's infinite in supply. Do you know that [Social Isolation](#) is as dangerous a risk factor for early death as smoking!*" - Dr Ned Hallowell

System...

[Join a group or a club.](#)

Lack of Planning

If start the day thinking to yourself... "*I wonder what today will bring*" then you're f#cked before you even start.

System...

Write down the top 6 things that you need to do {in order of priority} and work on number on until it's done - number two until it's done - so on and so forth - rinse and repeat. {The Ivy Lee Method}

Working too hard

"*A lot of companies don't practice [work hour limits],"says Scott. "But there is a direct correlation. You get more done. You are happier. And you have a higher quality." It's a no brainer. Working less helps you get more done with higher quality.* - {SCRUM Page 103}

System...

Do Twice the Work in Half the Time by deploying SCRUM.

Multitasking

"*People don't multitask because they're good at it. They do it because they're more distracted. They have trouble inhibiting the impulse to do another activity." In other words, the people who multitask the most just can't focus. They can't help themselves.* - SCRUM Page 89

System...

Adapt meditation as a daily practice to increase your ability to focus. "*Meditation makes you better at what you're already good at*" - Jason Campbell

Bonus

Rule of thumb for creating a new Habit

"A habit must be established before it can be improved" — James Clear, Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones

- Make it easy under 2 minutes per day
- Make it easy to show up {prep the day before}
- Replace a bad habit with a good one {Nature abhors a vacuum}
- Make the old habit 20 seconds harder to do. Make laziness {we all are} work for you>

"Be the person who shows up and puts their running shoes on everyday before you worry about how far you run" — James Clear, Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones

If you liked this cheat sheet as much as I liked creating if for you, you can throw a little drinking silver in my [paypal account here](#)

And if you want to catch up for a Schooner in person, [you can book in to do that here.](#)