

# 10 Rituals & Routines that will make you R.I.C.H

(Responsible, Independent, Courageous and Humble)



**Be Strategic, Not Reactive**  
Plan your day the night before



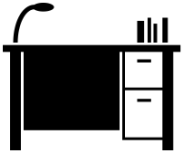
**Get Moving**  
Exercise 4 to 5 times per week



**Give yourself time**  
Wake up 1.5 to 2 hours before your workday



**Fuel Smart**  
Eat nutritious snacks throughout the day



**Clear Your Mind**  
Remove clutter and paperwork from your workspace



**Have Fun & Take Breaks**  
Take breaks every 90 to 190 mins to exercise or play a game



**Eat the frog**  
do the most important, challenging, scary task first



**Practice No**  
Learn to say No to protect your time and avoid burnout



**Eliminate Distractions**  
No email, social, or voicemail before your 1<sup>st</sup> break (~10AM – 11AM)



**Focus**  
Do one thing at a time. Avoid multi-tasking