

Essentialism

by Greg McKeown

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

 01

Hell Yes or No

Before saying yes to anything, ask: is this a 'hell yes'? If the answer is anything less - a maybe, a should, an I suppose - the answer is no.

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 02

The 90% Rule

Score every new opportunity from 0-100 against your single most important criterion. If it doesn't score 90 or above, eliminate it. Remove the grey zone.

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 03

Protect the Asset

Schedule 8 hours of sleep, daily movement, and unstructured play as non-negotiables - before meetings, before email, before anyone else's agenda. You are the asset.

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 04

The Quiet Weekly Hour

Spend one hour each week in a quiet place, away from your desk, with no agenda except one question: what is essential right now? Let the non-essential reveal itself.

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 05

Prepare Your No

Write three scripts for gracefully declining common requests. Practice them until saying no feels like protecting something rather than rejecting someone.