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17 habits that'll make you 2x more productive than 95% of people:

1. **Write down your thoughts.**
   a. Our brains are great for coming up with ideas, not storing them.
   b. Free mental capacity by capturing what's on your mind.
2. **Review your thoughts.**
   a. Your brain won't let go of thoughts unless it can trust your system.
   b. Have daily and weekly review sessions.
3. **Connect with your Why.**
   a. Make the link between your tasks and your bigger mission.
   b. This will drown your urge to procrastinate.
4. **Build in non-thinking time.**
   a. Being always switched on and busy destroys your creativity.
   b. Give your mind time to relax.
5. **Follow the 2-minute rule.**
   a. If a to-do item takes less than 2min to get done, do it right away.
   b. This will prevent your to-do lists from growing too big.
6. **Micro-tasks.**
   a. When a task is too big, you won't know how to start.
   b. Break out the smallest next step.
   c. Do that.
7. **Identify your One Thing.**
   a. We end days feeling deflated, nothing meaningful was achieved.
   b. Always plan on one thing that makes each day a win.
8. **Time-blocking.**
   a. Your calendar is filled with meetings.
   b. But not your deep work.
   c. Block out time for your most important tasks.
9. **Use Do-dates instead of Due-dates.**
   a. Finishing a task when the deadline is close, causes stress.
   b. Instead finish it before, at a time you choose.
10. **Build in time to work on your system.**
   a. Your life is always evolving, more tasks, more responsibilities.
   b. Ensure your system evolves with you.
11. **Notifications off.**
   a. No matter which device, notifications are a productivity killer.
   b. Get rid of them.

12. **Connect your actions to a bigger reason.**
    a. Motivation can lack at times.
    b. Procrastination will seep in.
    c. Connect your actions to something bigger than you.
13. **Reward yourself.**
    a. Establish a positive link in your brain with finishing off tasks on your to-do list.
    b. You will start enjoying attacking your to-dos.
14. **Set deadlines.**
    a. Some tasks can be done whenever.
    b. But you will keep putting them off.
    c. Set a deadline to get them done.
15. **Build in accountability.**
    a. Setting deadlines is great, but are you going to stick to them?
    b. Tell people what you're doing and when.
16. **Build discipline.**
    a. Motivation might get you going.
    b. But it won't last.
    c. Only discipline will see it through.
17. **Know your chronotype.**
    a. Your body and brain reach peak performance at a certain time in the day.
    b. Plan your big tasks for then.

UNDERSTANDING CHRONOTYPES

10-20%	15-20%	50%	10%
Waketime: 4-7AM	Waketime: 8-10AM	Waketime: Sun-up	Waketime: Irregular
Bedtime: 8-9PM	Bedtime: 1-2AM	Bedtime: Sun-down	Bedtime: Irregular
Most Productive: Early Morning	Most Productive: Mid-day & Evening	Most Productive: Late Morning	Most Productive: Late Morning