

12 Key Zen Habits

★ Set your **3 MITs** (most Important Tasks) each morning. 

♥ **Single-task**  FOCUS YOUR ATTENTION.

③ **Zero Inbox**



4. Process **emails** once a day

5. **EXERCISE** 5-10 mins a DAY.

6. Work while **disconnected**....



7. Keep your desk **decluttered**

8. **clean** & declutter home for 15 minutes a day



★ 9. Stick to a **5 sentence** limit on emails (MAKE YOUR WORDS POWERFUL)

10. Say **No** to commitments & requests not on your importance short list.

{11} Eat **FRESH** fruit & Veg everyday

12. Follow a **morning** routine...

