

# The Power Of Less Quick Guide

Based on the book by Leo Babauta

## Choosing Your "One Goal"

Choose something you want to complete in the next year or so.


Then create a sub-goal to finish within the next 6 months.

One Goal

Focusing on one goal at a time will improve your chances of getting more things done.

Each day select three tasks that must be completed within your working hours.

To make progress on your long term goal, assign one task that relates back to it daily.

## Most Important Tasks

Goal Specific? Y/N

*Always relate at least one daily task towards your goal.*

## Notes

After identifying your three daily Most Important Tasks try to focus on *only* them until they are complete.

Make notes of any distractions that may come up and then continue with your MITs.
