



TOOLS

Go The Extra Inch Slowdown Tips

'Go the extra inch' slowdown tips

Slowing down ...

... most of us don't do nearly enough of this on a daily basis, because we're too busy rushing on towards the 'next thing'. Yet all research shows us (and our own common-sense backs it up) that **taking time to slow down to review, reflect and revive is a vital process and skill that has massive long- and short-term benefits.**

The best to slow down is to put a rigorous process in place (otherwise life will just keep speeding you up on its own!).

And the best slowdown process I know of is:

1. **Weekly planning** (by far the most valuable and profitable 'slowdown' exercise and routine I know): here's a link to a short video on what to do and how to do it. https://youtu.be/7yMh2QNRc_M
2. When you've mastered your weekly planning, I'd suggest you try a more effective way of '**daily planning**' (rather than just a 'to do' list): here's a link to a short video on this: <https://youtu.be/iKxtlkHrll8>
3. When you've mastered these 2, you now have the tools to start adding in other ones as you wish, **step by step, inch by inch, week by week.** That's this list!

I hope these add some value to you: my very best wishes to you.

Daily:

- Daily planning (do it the evening before: it's like magic: you get better sleep and you get huge perspective the day after!)



- Get up a bit earlier and have this extra time for yourself: maybe some quality exercise, some meditation, some quality reading, or some other valuable activity.
- On waking: stop to take 5 minutes to breathe deeply and think of the valuable and positive events you have to look forward to today.
- Don't use an electronic device for the 1st half hour of the day.
- Spend your time in the shower thinking how lucky you are to have hot running water and how joyous it feels (not worrying about your 'to do' list).
- Walk or cycle at least a part of the way to work: exercise in regular smallish doses is vital.
- Take a 5 minute break at least every 90 minutes: get up, walk around and get some fresh and some water.
- Have a proper lunch break: put a large amount of it aside to have silent, slow reflection, meditation or exercise time.
- Have a short break before transitioning from work to home life: focus on the restart and new priorities.
- Remember, stress isn't a badge of honour, it's a problem, and it's largely a problem of choice.
- Look for the small moments of pleasure, happiness and joy in the day: catch people and things doing well as a habit.
- Develop a healthy 'night time routine' to help you get quality sleep.
- Spend a few minutes each evening, before bed, thinking of a couple of good things that happened in the day and being thankful for things that went right (even if they are small and scarce): this is vital.

Weekly:

- Daily planning! (This is the ONE KEY that helps you do all the others: this is your weekly 'reset button': and we ALL need this!)
- Go the extra inch processes:
 - In work teams
 - In relationships
 - In progress towards your goals

Monthly:

- Progress reviews for goals and relationships