

# JAMES SCHRAMKO

## 10 Disciplines to Let You Live Your Best Life

### 1. 10-year thinking

Think forward 10 years - what kind of life would you like to be living? Picture that. And when you have the image in your mind's eye, start today by making decisions and having actions that are in alignment with that.

### 2. Take time off

Take at least 130 days off per year. Does that sound like a lot? If you took every weekend and holiday off, plus three weeks' vacation, that would be very close to 130 days. And on your days off, do not think about work. Do not check email, do not even read business books. If you can do this, it will reenergize you physically and mentally.

### 3. Know thyself

Be you 100 percent of the time, 24/7, 365 days a year. Resist the urge to be a chameleon, someone different for every situation. Learn about yourself, whether through profiling or therapy, and manifest who you really are. People will feel and appreciate the energy of your authenticity.

### 4. Be still

Take 30 minutes out of your busy day to just do nothing. Just sit in stillness and silence. It's not easy - in silence our minds want to keep going. But it's a great practice, and over time your mind settles. Approach it any way that works for you. Meditate, or look out the window for half an hour. If 30 minutes is a challenge, try five, and add on to it over time.

### 5. Know your 100 percent

Decide on and commit to the perfect number of hours per week, and weeks per year, that you will bring your value to this world. This is your work container. Do you start your best work at 9 in the morning? Schedule around that. Determine how many hours you can deliver your 100 percent, and stick to that.

### 6. Say no often

This is where you say no to everything that doesn't align with the first five disciplines. If something encroaches on your time off, for instance, you can automatically say no. For many people, though, it's harder than it sounds. If you're the helpful type, refusing someone a favor can be a challenge. Look for kind alternatives you can offer, while still saying no.

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## **7. Don't do \$25 an hour work**

Never do anything you could pay someone \$25 an hour to do. It's not that the work isn't important, but to bring your true value to the world, you need to be doing activities with a higher return. So know what your time is worth, and delegate when needed.

## **8. Prepare every night**

This one is simple but powerful. Before you go to bed, document tomorrow's plan. Look at what's going on for the next day, and write it out, or type it. This gives you clarity, and you'll actually sleep better knowing what to expect. And while you sleep, your subconscious will be coming up with ideas and solutions that let you hit the ground running when you wake.

## **9. Put everything in one place**

Pick one place where you will capture every idea, commitment, thought, action item and promise. Many people jot things down throughout the day, putting it in their smartphone, or on a scrap of paper or a Post-it note. Or they'll try to remember it, which causes a lot of anxiety. And notes get lost, and they let people down. The solution is to just have one thing by your side, be it your smartphone, a tablet, or a legal pad, and note everything there.

## **10. Be humble**

View yourself as an equal to every person on the planet. Pay close attention, especially when interacting with a subordinate or with service staff, whether you're treating the person across from you as an equal. Humility draws people to you, and usually those people can be quite humble themselves. And being around humble people is something quite special.

The 10 disciplines transform lives - discover more at [the10disciplines.com](http://the10disciplines.com)