

# The DO'S & DONT'S of HEALTH, HAPPINESS AND SUCCESS

## DO

### GET RID OF STUFF



Less truly is more. Since the 1970's, households in America have grown by 50%, but there is no data that says filling that space with stuff will make you happy.

Use the 1 for 1 rule. When you buy something new, get rid of something old. DFT - Donate, Sell or Trash.

## DONT

### USE YOUR PHONE AS YOUR ALARM



Nearly 50% of cell phone users admit to sleeping with their phone next to them. A glowing screen at night makes it difficult to fall asleep, and you wake up in the morning not just to an alarm, but to tweets, pings, posts, texts, and snaps.

Put your phone in a different room and get an old fashioned alarm clock.

### TAKE TIME TO PLAN YOUR DAY



Taking 30 minutes to plan your day can save you two hours. Establish your own routine that works for you. I recommend eight things for your eight hour day (six professional tasks and two personal tasks). Use [5fortheeday.com](http://5fortheeday.com) to keep on task.

### AGREE WITH EVERYONE



Choose a side in life. Don't agree with everyone. Have an opinion and be willing to stand up for it. People will respect you for having an opinion. The worst place you can be is in the middle.

### SAY NO



The word no is your secret weapon to productivity and happiness. Warren Buffett famously said, "The difference between successful people and very successful people is that very successful people say 'no' to almost everything."

### IGNORE SLEEP



Are you getting enough sleep? Most people aren't and your brain doesn't fully function without the right amount of sleep. Besides poor judgement and irritability, lack of sleep can put you at a greater risk of disease and health problems. Determine the number of hours you need, and try to get it every night.

### SHOW YOUR APPRECIATION



Those that win in life win with appreciation. Thank you notes, personal phone calls, and little tokens of appreciation can set you apart from the crowd. The cost of this? A few dollars and maybe 10 minutes. The value? Priceless.

### GET STUCK IN THE PAST



It's too easy to get stuck on yesterday. Don't live a life of woe if, could of, and should of. You can't change the past, but the future is full of possibility.

Thomas Jefferson once said, "I like the dreams of the future better than the history of the past."

For 50 more tips on health, happiness and success, download 'Point Letter: Focus More on What Matters' for free at

[POINTLETTER.COM](http://POINTLETTER.COM)