



14 Daily Practices to get rid of your Laziness

By: Dr. AIJAZ QURESHI, Toronto Canada



1

Resolve any potential Emergency

Taking care of emergencies immediately will prevent larger issue later



2

Do a 5-10 minute Daily Review

Spend a few minutes on going through the day's Priorities

3

Focus on your MITs (Most Important Things)

Spend a few minutes on going through the day's Priorities



4

Eat the Frog

Complete the hardest task first, rest will be easy



5

Use the Eisenhower Matrix

The Eisenhower Matrix prioritizes your tasks by Urgent & Importance

Eisenhower Matrix

Do first

①

Urgent and important

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Schedule

②

Less urgent, but important

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Delegate

③

Urgent, but less important

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Don't do

④

Neither urgent nor important

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



6

Complete Quick Tasks Immediately

If you know a task takes only a few minutes, do it immediately



7

Create a Mini-Habit for challenging tasks

Set a “lowball” goal that makes it super simple to get started



8

Build Elephant Habits for Ongoing Projects

Break big project tasks into small chunks of 10-15 minutes and increment daily



9

Use Sprints to work on Challenging Projects

Work fast for a shorter period of time and then take frequent breaks



10

Build the Discomfort Habit

Discomfort is not a bad thing, a little discomfort is healthy



11

Build the Awareness Habit

Build a habit to track your impulses to Delay things



12

Bundle Rewards with Actions

Engage in a specific enjoyable experience only while you are engaging in an activity that has a positive long-term impact on your life



13

Attach All Tasks to a Goal

“How does this relate to one of my important goals?”



14

Create Accountability for your Tasks

When you have someone to cheer on your successes, you are less likely to give up



Thank You!