



# 10 MINIMALIST HABITS FOR A BALANCED WORK-LIFE

- ☐ **START YOUR DAY WITH INTENT (NOT YOUR INBOX)**  
→ Create a 5-minute morning ritual before checking messages.
- ☐ **ELIMINATE ONE LOW-VALUE COMMITMENT**  
→ Cancel or delegate one meeting, event, or recurring task that no longer serves you.
- ☐ **USE A SINGLE TASK LIST SYSTEM**  
→ Ditch scattered sticky notes and apps—centralize all your tasks in one place.
- ☐ **SCHEDULE SCREEN-FREE TIME DAILY**  
→ Set a 1-hour “tech break” each evening to recharge and reconnect offline.
- ☐ **PRACTICE THE ONE-TAB RULE**  
→ Keep only one browser tab open during focused work sessions.
- ☐ **BLOCK TIME FOR DEEP WORK**  
→ Reserve one distraction-free block (at least 30 minutes) for high-impact tasks.
- ☐ **SAY NO WITHOUT GUILT**  
→ Practice turning down non-essential requests that compete with your priorities.
- ☐ **SIMPLIFY YOUR DIGITAL SPACE**  
→ Uninstall one app, unsubscribe from five emails, and tidy your desktop.
- ☐ **CREATE A DAILY “DONE” LIST**  
→ End your day by listing 3 things you accomplished—celebrate progress, not perfection.
- ☐ **LEAVE WHITE SPACE IN YOUR WEEK**  
→ Schedule one evening or half-day with no plans to rest or do something spontaneous.

TIP: START WITH JUST ONE HABIT, AND BUILD FROM THERE.  
MINIMALISM IS A MINDSET—KEEP IT SIMPLE, STAY  
CONSISTENT.

LET ME KNOW IF YOU'D LIKE A SHORT COMPANION  
PARAGRAPH FOR THIS IN YOUR BLOG ARTICLE TO LEAD INTO  
THE DOWNLOAD!