



20 ATOMIC HABITS THAT WILL CHANGE YOUR LIFE IN 3 MONTHS

WAKE UP 30 MINS EARLIER



Start your day with peace and extra time to set intentions.

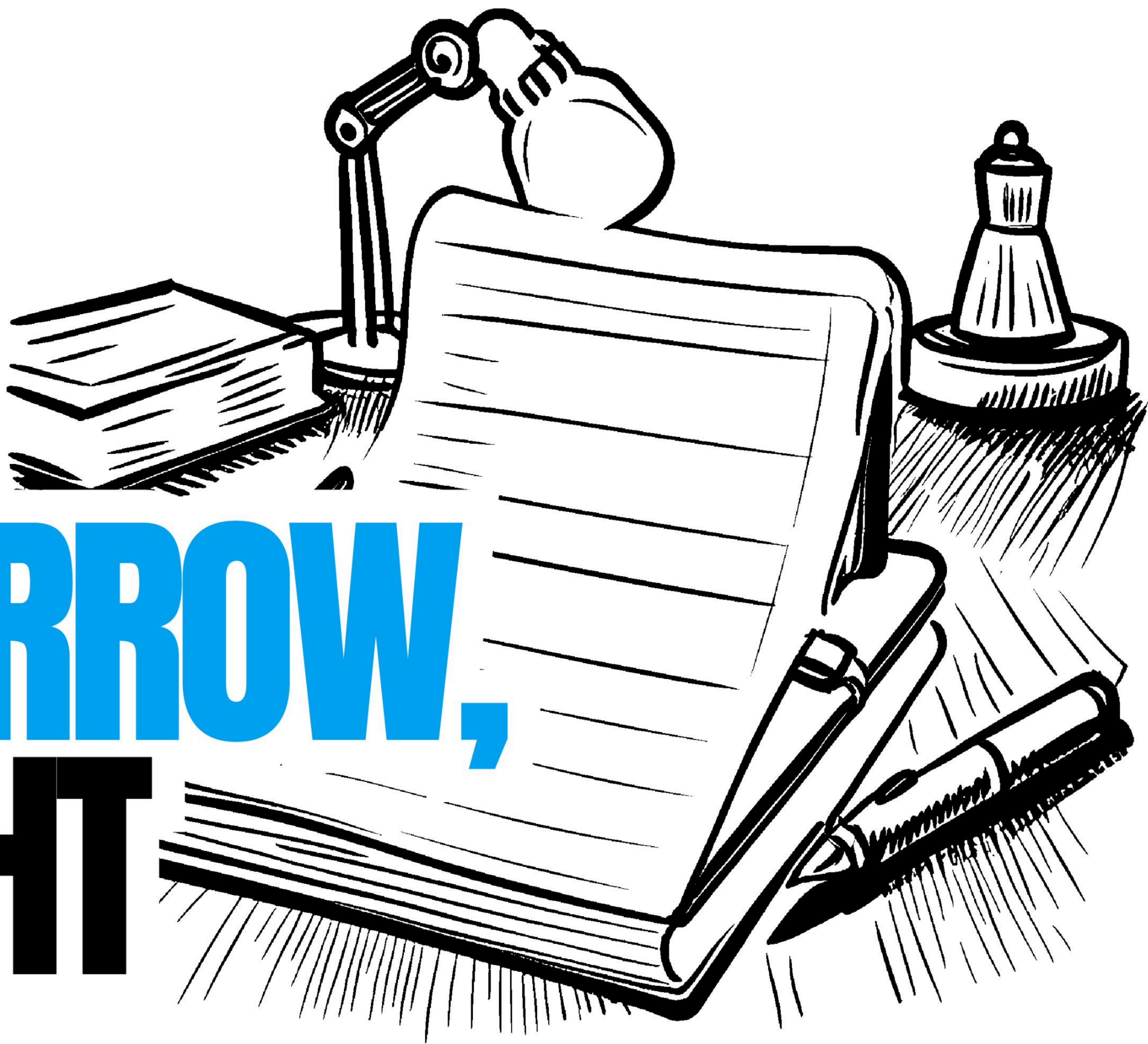
Why It's Important:

- Allows for calm, unrushed mornings.
- Sets a positive, productive tone for the day.

How to Do It:

- Gradually adjust your alarm earlier by 5 minutes each week.

PLAN TOMORROW, TONIGHT



End each day by creating a simple to-do list for the next day.

Why It Works:

- Clears mental clutter before sleep.
- Prepares you to hit the ground running in the morning.

How to Do It:

- List the top 3 things you need to accomplish tomorrow.

DRINK **WATER** **FIRST THING**



Hydrate your body immediately after waking to jumpstart your system.

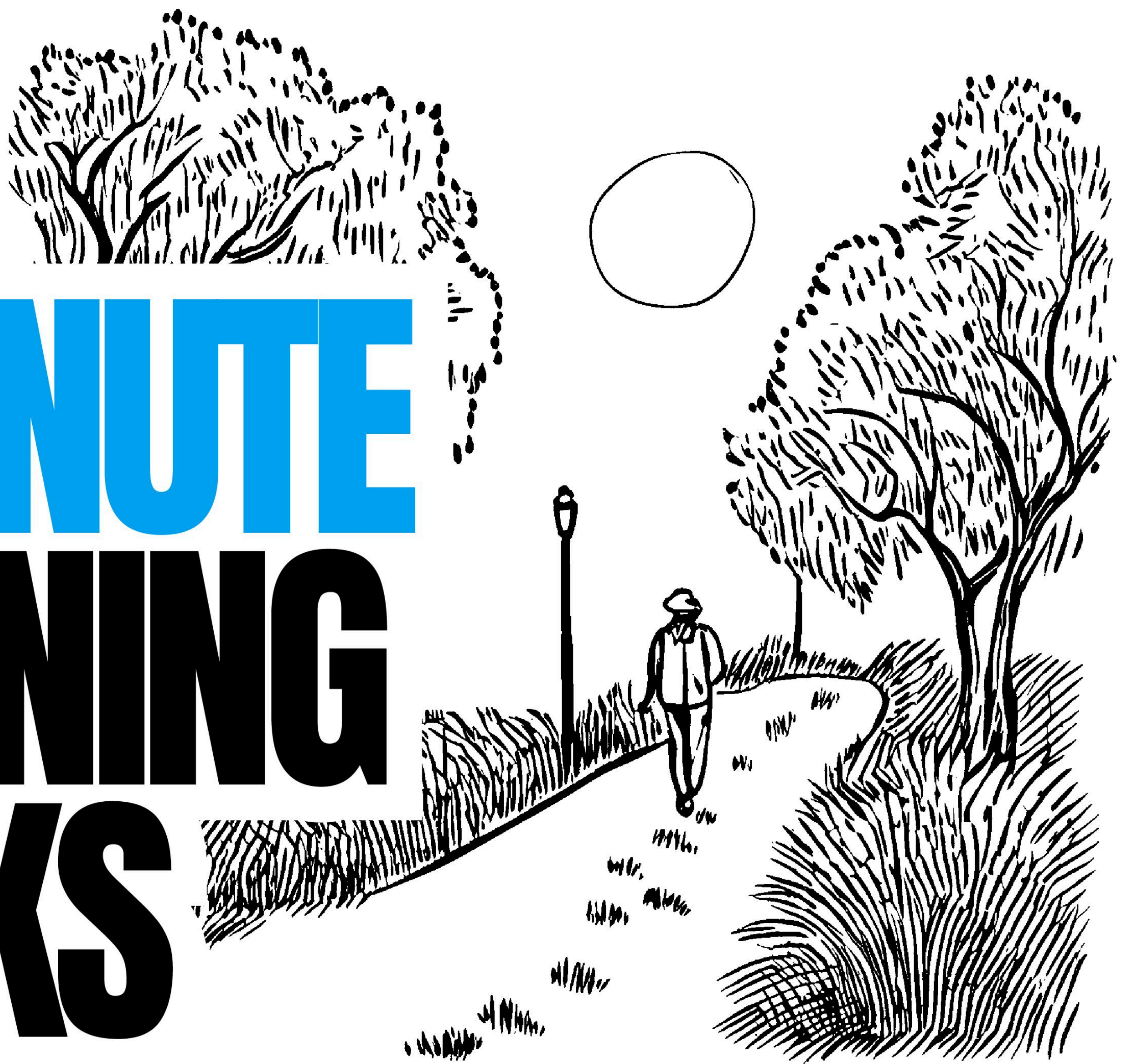
Why It Works:

- Boosts energy and kickstarts metabolism.
- Rehydrates after hours of sleep.

How to Do It:

- Place a glass or bottle of water by your bedside before sleeping.

TAKE **5-MINUTE** **MORNING** **WALKS**



Step outside for a brief walk to breathe in fresh air and wake up fully.

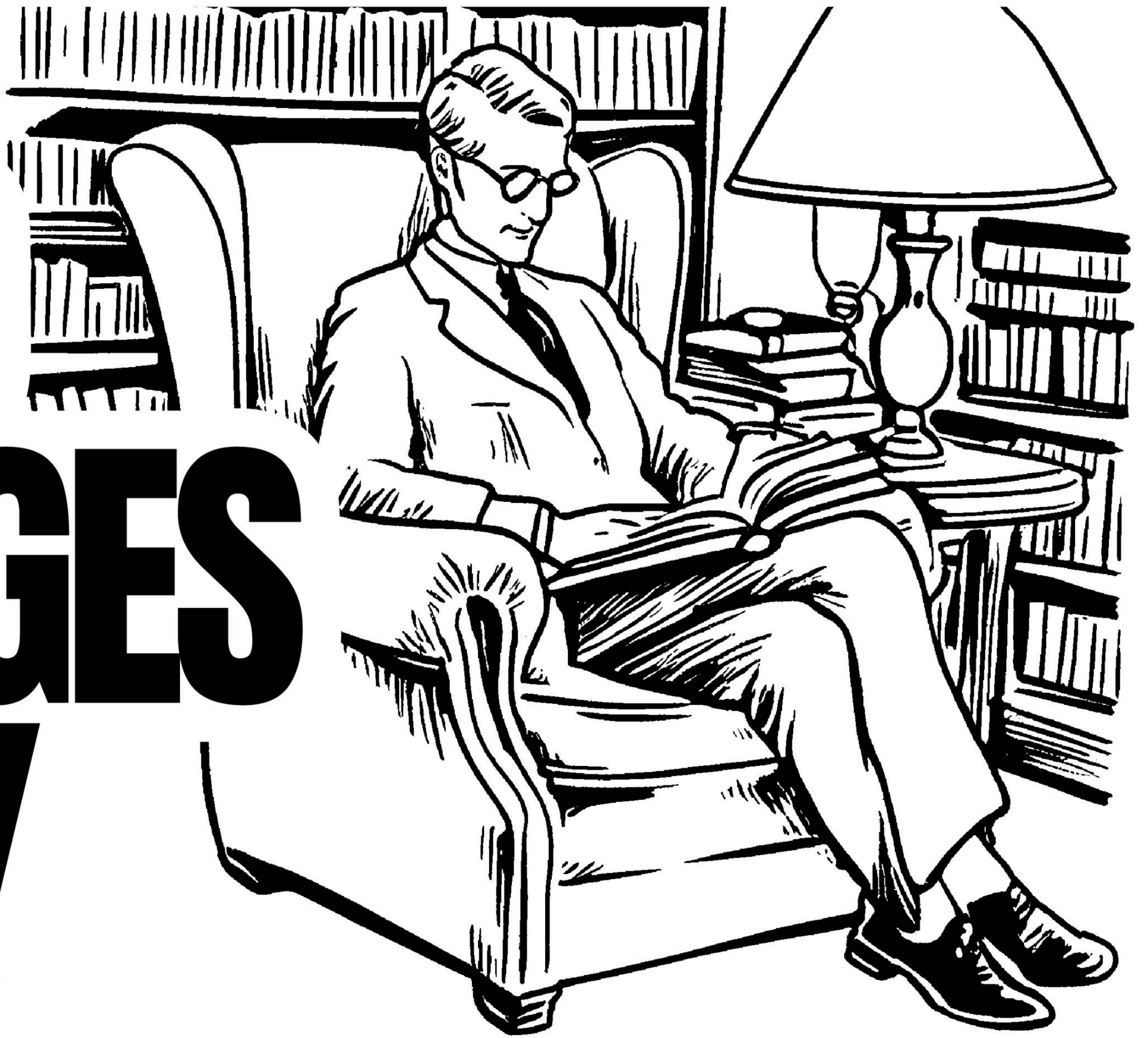
Why It Works:

- Increases circulation and mental clarity.
- Enhances mood and provides a quiet moment before work.

How to Do It:

- Walk around your block or in a nearby park for 5–10 minutes after waking.

READ **5 PAGES** **DAILY**



Commit to reading 5 pages of a book each day to build knowledge gradually.

Why It Works:

- Compounds over time into significant learning.
- Encourages consistent intellectual growth.

How to Do It:

- Set a dedicated time, like morning or lunch, for daily reading.

CHECK EMAIL TWICE A DAY



Limit checking your inbox to two specific times each day to reduce distractions.

Why It Works:

- Improves focus by limiting interruptions.
- Helps you stay on task with more meaningful work.

How to Do It:

- Choose two windows, like late morning and mid-afternoon, for email reviews.

DECLUTTER FOR 5MINS



Spend 5 minutes a day tidying up your workspace or home to maintain order.

Why It Works:

- Clears physical space, leading to mental clarity.
- Boosts productivity in a clean environment..

How to Do It:

- Set a timer and organize or clean for just 5 minutes daily.

USE THE POMODORO TECHNIQUE



Work in focused 25-minute intervals, followed by short breaks to stay fresh.

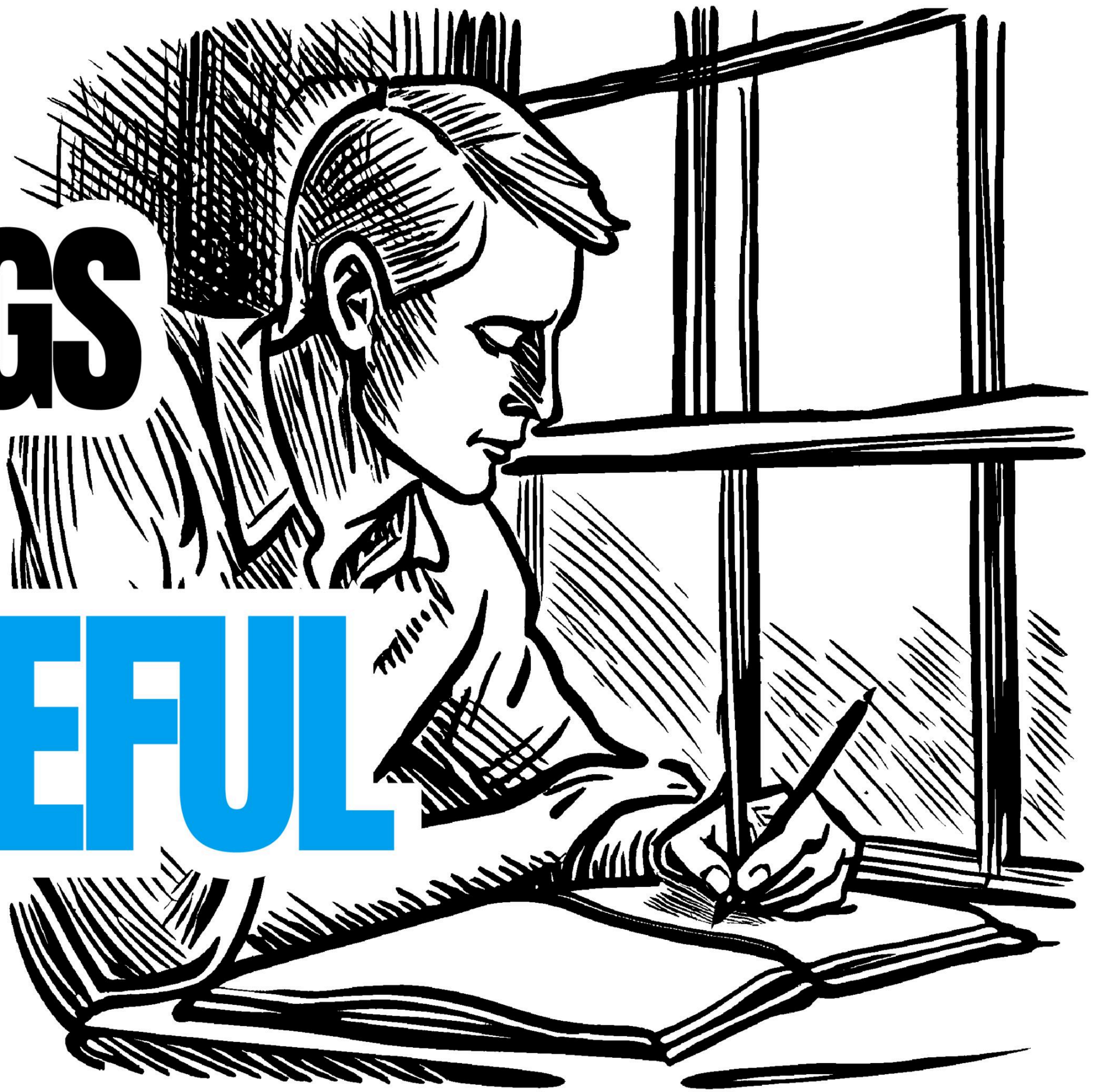
Why It Works:

- Enhances concentration and prevents burnout.
- Breaks tasks into manageable, focused chunks.

How to Do It:

- Set a timer for 25 minutes, then take a 5-minute break.

WRITE 3 THINGS YOU'RE GRATEFUL FOR



Practice gratitude by writing down three things you're thankful for each day.

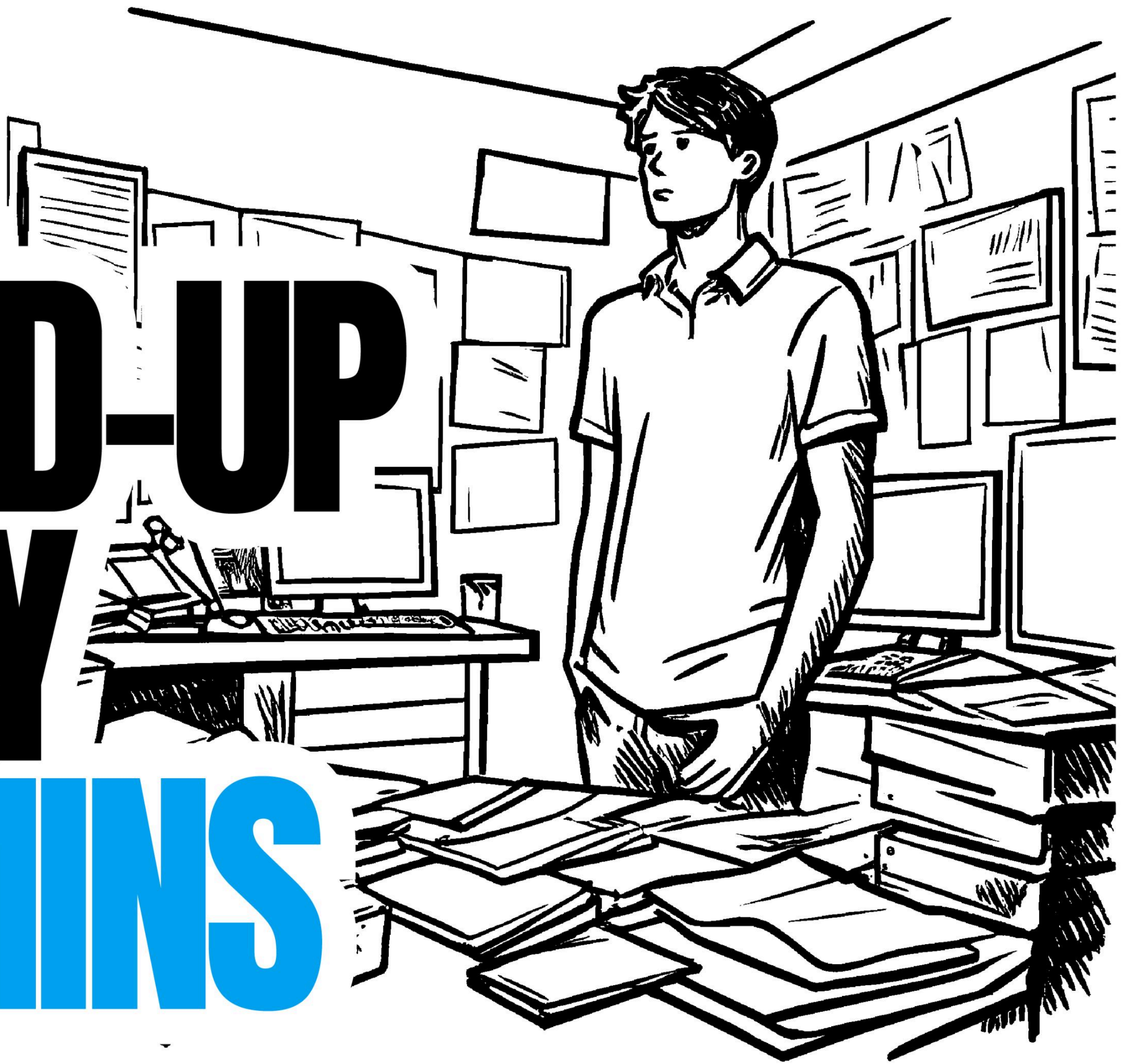
Why It Works:

- Boosts positivity and mental well-being.
- Helps shift focus from problems to blessings.

How to Do It:

- Write these before bed or first thing in the morning.

STAND-UP EVERY 30-MINS



Take a short standing or stretching break every 30 minutes to stay energized.

Why It Works:

- Increases blood flow and prevents fatigue.
- Helps maintain focus and productivity.

How to Do It:

- Set a reminder on your phone or computer to stand and stretch.

UNPLUG 1-HOUR BEFORE BED



Power down your electronic devices an hour before bedtime to wind down.

Why It Works:

- Improves sleep quality by reducing blue light exposure.
- Prepares your mind and body for rest.

How to Do It:

- Set a daily reminder to turn off screens and switch to low-tech activities like reading.

SEND A “THANK YOU” MESSAGE DAILY



Express appreciation to someone in your network or personal life every day.

Why It Works:

- Strengthens personal and professional relationships.
- Increases feelings of connection and gratitude.

How to Do It:

- Send a short, genuine message via text, email, or social media.

MEDITATE FOR 3-MINS



Practice mindfulness for just 3 minutes a day to reset and center yourself.

Why It Works:

- Reduces stress and improves focus.
- Creates a calm mental space for reflection.

How to Do It:

- Use a timer or meditation app for guided sessions.

CHECK **YOUR BANK** **BALANCE** **DAILY**



Take a minute each day to review your bank account to stay financially aware.

Why It Works:

- Builds awareness of spending and saving habits.
- Prevents financial surprises or overdrafts

How to Do It:

- Quickly check your account via your banking app or website.

SAY

“NO”

TO ONE THING



Set boundaries by politely declining at least one non-essential task or request each day.

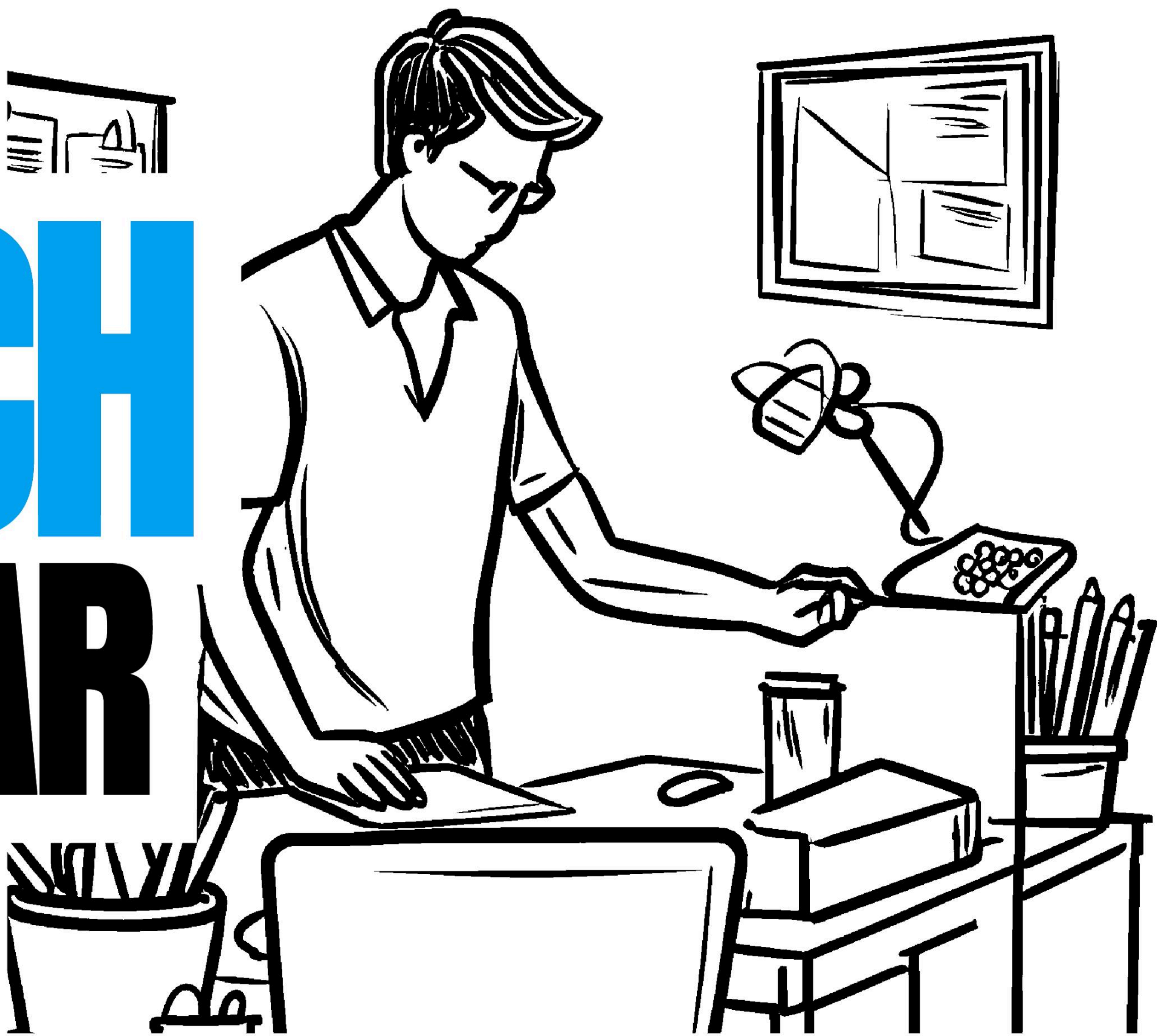
Why It Works:

- Protects your time and mental energy.
- Helps focus on high-impact tasks and priorities.

How to Do It:

- Prioritize important tasks and let go of low-priority ones.

BATCH SIMILAR TASK



Group similar tasks together and complete them in one focused session.

Why It Works:

- Saves time by minimizing context-switching.
- Improves productivity by focusing on one type of work.

How to Do It:

- Organize tasks (emails, calls, admin) into blocks of time.

TRACK ONE HABIT DAILY



Choose a habit to track consistently each day, such as exercise or hydration.

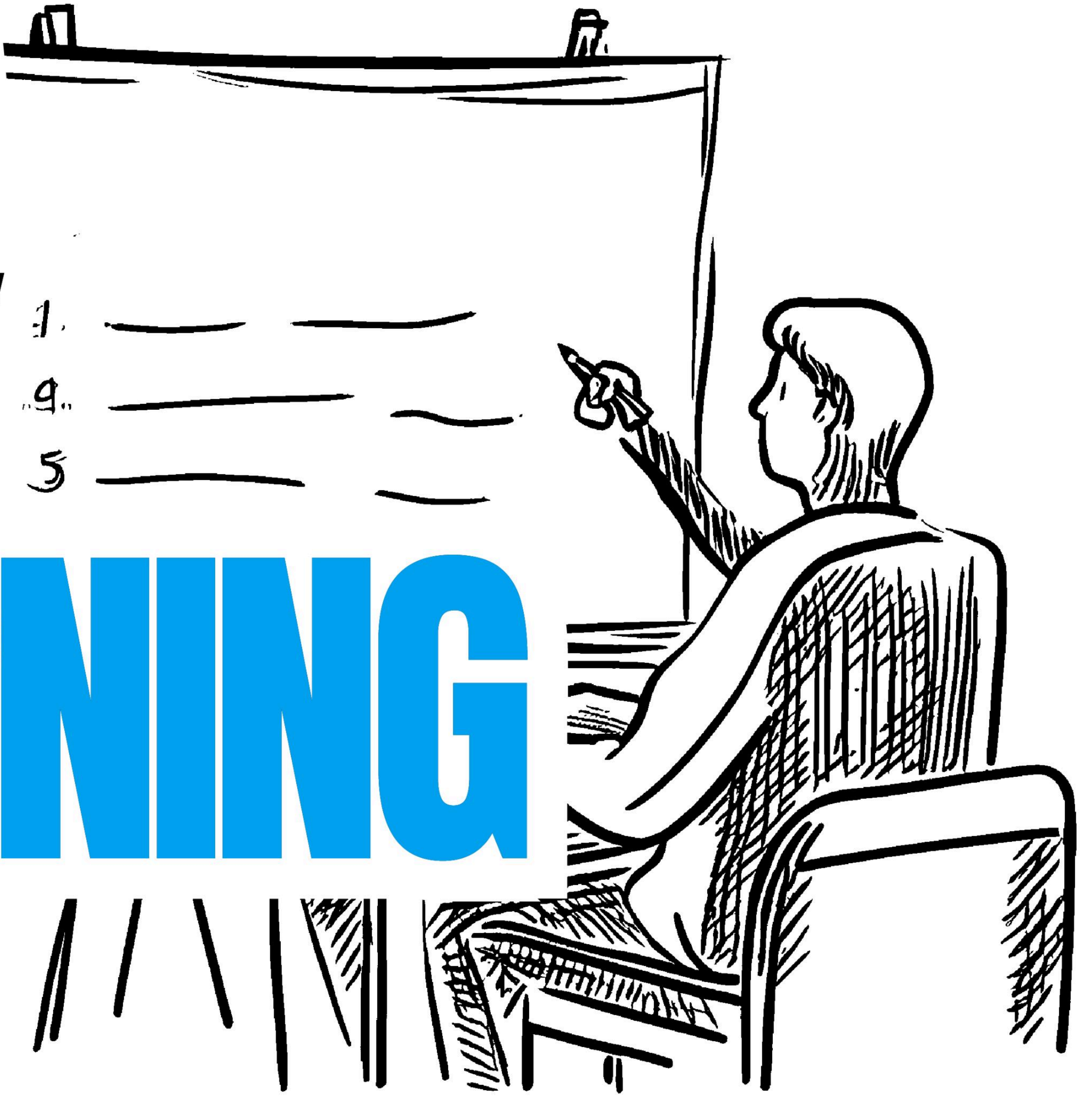
Why It Works:

- Encourages consistency through accountability.
- Provides a clear visual of progress.

How to Do It:

- Use a habit tracker app or notebook to mark off each day's completion.

SET A DAILY LEARNING GOAL



Dedicate 10 minutes each day to learning something new, no matter how small.

Why It Works:

- Promotes continuous growth and skill-building.
- Keeps your mind engaged and sharp.

How to Do It:

- Spend time on online courses, podcasts, or reading on a new topic.

ASK ONE GOOD QUESTION DAILY



Engage in conversations by asking thoughtful, open-ended questions.

Why It Works:

- Fosters meaningful interactions and deepens relationships.
- Expands your understanding of different perspectives

How to Do It:

- Make a conscious effort to ask a question in every interaction or meeting.

REVIEW YOUR GOALS WEEKLY



Set aside time at the end of each week to reflect on and adjust your goals.

Why It Works:

- Keeps you focused on long-term objectives.
- Allows for course correction based on weekly progress.

How to Do It:

- Dedicate 5-10 minutes to reviewing goals and setting intentions for the next week.



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TO HELP THEM
GROW**



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