

10 Tips on How to do Less and Have More in Your Business and Personal Life

- 1) **Become a specialist.** Offer less products or services and specialise more. As a specialist it becomes easy to get more business. By the act of specialising you make yourself more valuable and appealing to people and as a result you will be able to do more interesting and varied things.
- 2) **The less your ego is caught up with** winning, the more you **will win.** Become detached from the end result and the result will take care of itself. Concentrate on the *game* rather than the score board.
- 3) **Put systems in place.** The more freedom you want away from your business the less you can afford to leave things to chance inside your business. Introduce systems for everything – including showing people how the systems work!
- 4) **Read less and accumulate more** knowledge and wisdom. Scan through books and take the essence of their meaning. Give up reading word for word.
- 5) **Think less and go with the flow more.** In the ‘flow’ state you are your natural creative self, intuitive, incisive and with abundant ability. The **less** you consciously stop and think, (that is working things out logically and sequentially), the more you will arrive at your outcome – perhaps in ways you never “thought” of!
- 6) **Spend less and enjoy more.** It’s often said “the best things in life are free.” Take time out to enjoy those things. A walk in the sunshine; the smell of fragrant flowers; a cloudless blue sky; a painting; birds in your garden
- 7) **Become a great listener.** The less you speak and the more you listen, the greater respect you will earn from those around you. All people really want is a good listening to!
- 8) Spend less time with people who are trying to change you and **more time with people who accept you** for who you are and who you want to become.
- 9) **Work less IN your business and more ON** your business. Give up doing it, doing it, doing it (as Michael Gerber says). Take time to metaphorically stand on your desk and look down at your business. Plan and strategise on a weekly basis.
- 10) **Have your life work effortlessly.** Do less and have more of everything! Give up always being the one to do things. Outsource, delegate or just give up some things as pipe dreams.