

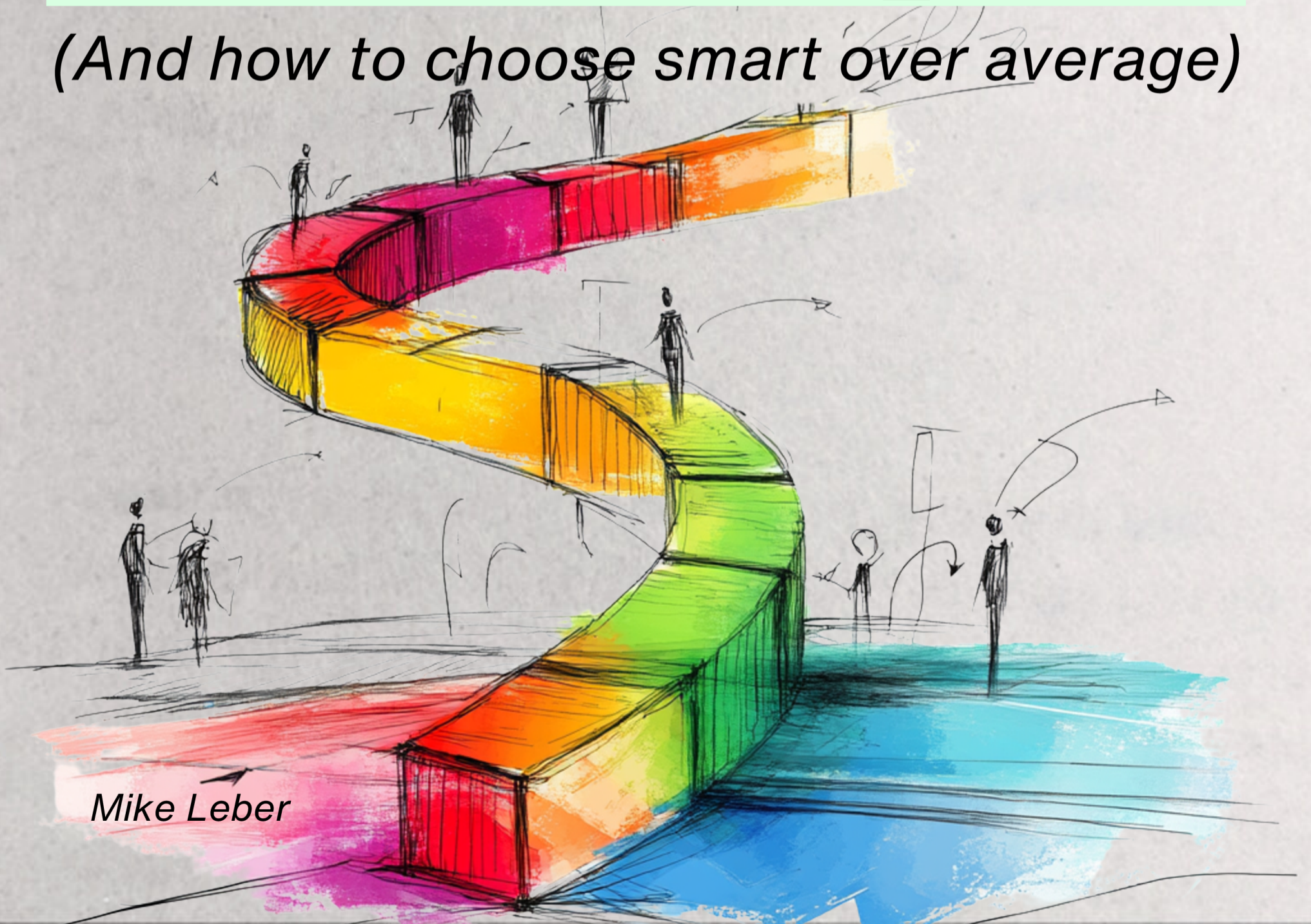
11

Underrated Habits

That Put You

Into The Top 1%

(And how to choose smart over average)



Mike Leber

1. Deep Focus

Focus intentionally on high-impact work. Uninterrupted effort leads to extraordinary results.

Take Action:

- Block 90-minute focus sessions on your calendar
- Silence notifications during deep work
- Use noise-canceling headphones or a quiet space

2. Daily Calibration

Fine-tune your priorities every day. Adjust goals daily to stay aligned with what matters.

Take Action:

- List your top 3 priorities each morning
- Review yesterday's wins and lessons
- Shift your schedule to match what matters most

3. Strategic Rest

Rest is fuel for your performance. Scheduled recovery leads to sharper, creative thinking.

Take Action:

- Insert short breaks between tasks
- Take a 15-minute walk at lunch
- Plan one tech-free evening each week

4. Energy Mastery

Work smart by working with your energy. Maximize productivity during your natural peaks.

Take Action:

- Track your energy highs and lows daily
- Prioritize important tasks during peak energy hours
- Save routine work for low-energy periods

5. Mastering Boundaries

Boundaries protect your focus and well-being. Saying “no” allows you to say “yes” to what truly matters.

Take Action:

- Practice: “I don’t have capacity right now.”
- Block personal time on your calendar
- Politely decline meetings that don’t add value

6. Practicing Empathy

Step into others' perspectives. Understanding builds trust and strengthens connections.

Take Action:

- Ask: “How are you feeling about this?”
- Validate emotions before offering advice
- Reflect on past conflicts to understand their viewpoint

7. Active Listening

Listen to understand, not to respond. Clear communication deepens trust and reduces conflict.

Take Action:

- Maintain eye contact in conversations
- Paraphrase to confirm understanding
- Pause thoughtfully before replying

8. Aligned Decisions

Decide based on your core values. Clarity in values eliminates second-guessing.

Take Action:

- Write down your top 3 values
- Ask: “Does this choice align with my goals?”
- Use pros-and-cons lists for tough decisions

9. Meaningful Relationships

Relationships are your greatest resource. Genuine care builds unshakable networks.

Take Action:

- Schedule weekly coffee chats or check-ins
- Send kind messages to reconnect
- Help others without expecting returns

10. Flexible Priorities

Always adapt to life's inevitable changes. Flexibility ensures you never lose momentum.

Take Action:

- Reassess your priorities weekly
- Quickly shift tasks when urgent issues arise
- Keep a planner to stay organized and nimble

11. Growth-First Choices

Choose challenges that stretch you. Discomfort today leads to transformation tomorrow.

Take Action:

- Say yes to one project that scares you
- Commit to a monthly course or book
- Regularly seek constructive feedback

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