

# THE POWER OF LESS

**The Fine Art of Limiting Yourself to the  
Essential . . . in Business and in Life**

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The Web site for this book is at [www.thepowerofless.com](http://www.thepowerofless.com).

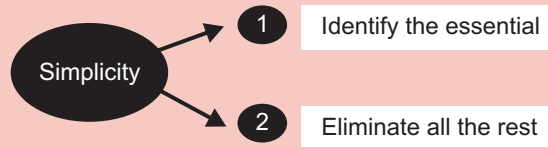
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**MAIN IDEA**

Two major problems face virtually everyone in business and in the workforce today:

- *Information overload* – there’s so much information available it’s easy to fritter away all your time learning useless facts.
- *Task overload* – where your work day is a constant stream of e-mailed requests, tasks and busy work which can soak up time.

These problems are stressful and wasteful at the very least. The solution lies in setting limits and in making deliberate choices to do the right things rather than the easiest things. Or in other words, to simplify and focus on what’s most productive. Simplicity, in this context, boils down to two steps:



*“For many people these days, work is a constant stream of e-mails, of news and requests, of phone calls and instant messages, of papers and notes and files. We are drinking from a fire hose of information, with no idea of how to reduce the flow. What’s the alternative to information and task overload? The solution lies in setting limits to how much we consume and do. It lies in making the most of our time by focusing on the most important things, instead of everything. It all comes down to making choices.”*

– Leo Babauta

**1. Identify the essential** . . . . . Pages 2 - 4

The six guiding principles of the Power of Less are ideas which will help you enhance your productivity by simplifying your life. By reducing the number of tasks you’re attempting to do and instead focusing on what’s essential, you reduce the clutter in your life. That alone will lower your stress levels and make you more productive. Simplicity is an extremely powerful tool when applied intelligently using these principles:

- |                        |   |
|------------------------|---|
| Identify the essential | ▶ 1 Set practical limits                          |
|                        | ▶ 2 Choose what is most essential                 |
|                        | ▶ 3 Simplify what you’re doing                    |
|                        | ▶ 4 Focus   |
|                        | ▶ 5 Embed more productive new habits              |
|                        | ▶ 6 Start small and then get better incrementally |

**2. Eliminate all the rest** . . . . . Pages 5 - 8

In this business era, you need to have in mind some very practical and workable guidelines for dealing with the things which are most likely to clutter up your day. To put the Power of Less into action every day, become skilled at doing less but achieving more in each of these areas:

- |                        |                        |                         |
|------------------------|------------------------|-------------------------|
| Eliminate all the rest | ▶ 1 Goals and projects | ▶ 7 Commitments         |
|                        | ▶ 2 Tasks              | ▶ 8 Daily routine       |
|                        | ▶ 3 Time management    | ▶ 9 Work space          |
|                        | ▶ 4 Internet           | ▶ 10 Reduce speed       |
|                        | ▶ 5 E-mail             | ▶ 11 Health and fitness |
|                        | ▶ 6 Filing             | ▶ 12 Motivation         |

