

92 Habits on the run

**Five minute baby steps to a
new you**

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CONTENTS

INTRODUCTION	1
THE ANATOMY OF A NEW YOU	3
LEARNING TO WALK.....	3
<i>Things you need to know.....</i>	3
<i>What you will need to do.....</i>	4
CHAPTER 1- HABITS FOR MENTAL WELL BEING AND CHARACTER GROWTH: FIVE MINUTES TO NIRVANA	5
1- GRATITUDE TIME	5
<i>Tip:</i>	6
2- NOCTURNAL SELF REFLECTION: KNOW THY ENEMY.....	6
<i>Tip:</i>	6
3- SILENT MEDITATION TIME	6
<i>Tip:</i>	6
4- KEEP A PROGRESS JOURNAL	7
<i>Tip:</i>	7
5- SELECT YOUR “MISSION” OF THE DAY.....	7
<i>Tip:</i>	7
6- STOP AND SMELL THE FLOWERS	7
7- LAUGH OUT LOUD	8
<i>Tip:</i>	8
8- LOG OUT.....	8
<i>Tip:</i>	8
9- LEARN SOMETHING RANDOM AND NEW EVERYDAY	8
10- READ	9
<i>Tip:</i>	9
11- DOODLE, PICK UP AN INSTRUMENT	9
12- MEMORY EXERCISES: MIND PALACE.....	9
<i>Tip:</i>	9
13- BE KIND.....	10
<i>Tip:</i>	10
14- STOP, BREATHE, CARRY ON.....	10
<i>Tip:</i>	10
15- FIVE MINUTE CONFIDENCE BOOSTERS	10
<i>Tip:</i>	11
CHAPTER 2-YOU ARE WHAT YOU EAT: EATING HABITS FOR THE KITCHEN COUNTER SLOB	12
16- WATER IN TAKE.....	12
<i>Tip:</i>	12
17- EAT RAW FRUIT	12
<i>Tip:</i>	12
18- DON'T WASTE LEFT OVER'S	13
19- CHEW YOUR FOOD	13
<i>Tip:</i>	13
20- DRINK GREEN TEA.....	13

<i>Tip:</i>	13
21- HEALTHIER BEVERAGE CHOICES	13
22- STOP SMOKING	14
23- DECREASE ALCOHOL INTAKE.....	14
24- PUT DOWN THE FORK.....	14
<i>Tip:</i>	14
25- REPLACE HIGH SUGAR SNACKS WITH HEALTHIER HIGH FIBER SNACKS.....	15
26- PACK LUNCH	15
27- WIPE THE COUNTERS AND DON'T PILE DISHES!	15
<i>Tip:</i>	15
CHAPTER 3-HABITS FOR A FITTER YOU.....	16
28- SLEEP EARLIER	16
29- PLANKING	16
30- FIVE MINUTE YOGA BLAST.....	16
<i>Caution</i>	17
31- HIGH INTENSITY INTERVAL TRAINING	17
32- STAIRS FIRST, THEN ELEVATOR	17
33- FIX YOUR POSTURE	17
<i>Tip:</i>	17
CHAPTER 4- HABITS FOR STRONGER RELATIONSHIPS: LIVE, LAUGH, LOVE.....	18
34- LISTEN	18
35- DO SOMETHING THOUGHTFUL EVERYDAY	18
36- CALL, MOM!.....	19
<i>Tip:</i>	19
37- PUT AWAY YOUR PHONE.....	19
38- APPRECIATE THE PEOPLE AROUND YOU	19
<i>Tip:</i>	20
39- WALK AWAY FROM AN ARGUMENT	20
40- HUG!.....	20
41- GIVE COMPLIMENTS.....	21
42- DROP A TEXT	21
43- APOLOGIZE FIRST	21
44- ASK FOR WHAT YOU WANT.....	22
45- BE KIND TO THE WAITER	22
46- BE FORGIVING	22
47- STOP LOOKING FOR FAULTS.....	22
48- THINK BEFORE YOU SPEAK	23
49- GET TO KNOW YOUR NEIGHBORS	23
50- SMILE.....	23
CHAPTER 5- HABITS THAT MAKE YOU FINANCIAL DIGITS MULTIPLY.....	24
51- PULL BACK THE CURTAINS.....	24
52- PAY BILLS ON TIME.....	24
<i>Tip:</i>	24

53- THE PIGGY BANK	24
54- LOOK FOR INVESTMENT OPPORTUNITIES	25
55- ALLOCATE MONEY	25
56- KEEP SMALLER BILLS OF CASH ON HAND	25
57- KEEP TRACK OF YOUR MONEY; DON'T WAIT TILL THE END OF THE MONTH	25
58- IMPULSE CONTROL!	25
59- SALE SEASON SHOPPING SPREE? NO!	26
CHAPTER 6-HABITS TO BE A BETTER WORKER: WORK PLACE WORRIES NO MORE.....	27
60- SPEAK UP IN MEETINGS	27
61- TAKE TIME TO KNOW YOUR COLLEAGUES AND BOSS	27
62- SHOW UP ON TIME	27
63- ASK FOR FEEDBACK.....	28
<i>Tip:</i>	28
64- TAKE A BREAK FROM BREAK ROOM GOSSIP.....	28
65- READ UP ON THE LATEST DEVELOPMENT IN YOUR FIELD	28
66- ASK FOR HELP	29
<i>Tip:</i>	29
67- LOOK THE PART	29
68- ANSWER YOUR EMAILS IN INTERVALS- PRIORITIZE	29
<i>Tip:</i>	29
CHAPTER 7-HABITS TO RELIEVE STRESS: UNWINDING AND LEISURE TIME	30
69- INDULGE IN FAST PACED SPORTS	30
<i>Tip:</i>	30
70- GROOM YOURSELF	30
71- EMERGENCY DANCE PARTY.....	31
72- PLAY WITH YOUR PET	31
CHAPTER 8-HABITS TO HELP YOU ORGANIZE YOUR LIFE	32
73- PUT A REMINDER	32
74- DON'T HIT THE SNOOZE	32
75- PUT AWAY THINGS WHEN YOU TAKE THEM OUT	32
76- TAKE FIVE MINUTES TO THROW OUT THINGS YOU DON'T USE.....	33
77- SET UP COMFORTABLE WORK SPACE	33
78- DON'T PILE PAPERS.....	33
CHAPTER 9-HABITS TO IMPROVE PRODUCTIVITY: A TRUCE WITH PROCRASTINATION.....	34
79- TAKE A BREAK.....	34
80- BREAK YOUR TASK DOWN TO SMALLER TIMED TASKS	34
81- BEFORE STARTING REMIND YOURSELF WHY YOU NEED TO WHAT YOU'RE DOING.....	34
82- MAKE A TO DO LIST	35
83- EVALUATE YOUR WORK. WOULD YOU HIRE YOURSELF?	35
84- FIND A COMFORTABLE CHAIR	35
85- TURN OFF THE TV	35
86- SAY "NO"- LEARN TO KNOW WHEN YOUR PLATE IS FULL.....	36

87- DON'T DISMISS SMALL VICTORIES.....	36
88- PRIORITIZE YOUR WORK.....	36
89- STOP COMPLAINING	36
90- KEEP UTILITY YOU NEED CLOSE AT HAND	37
91- EXPECT INTERRUPTIONS.....	37
92- DON'T STRESS THE SMALL DETAILS	37
CONCLUSION	38

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Book Description:

“We first make our habits, and then our habits make us.”

– **John Dryden**

Have you ever had a moment of introspection and decided to drop everything and start over, only to fall back into your same old routine? Have you ever found a ticking clock and the load of everyday responsibilities standing between who you are and the person you want to be? If you were told your entire life is a string of “five minutes” put together, would you want to upgrade yourself one “five minutes” at a time? In “Five Minute Baby Steps To A New You- Habits On The Run” you will find 92 habits you can apply that will require only five minutes to revolutionize your life.

The book focuses on small changes you can make to your daily routine that come together to alter your life. Each chapter of the book deals with parts of life that might be a source of anxiety and stress, the books contains tips and descriptions on how to cope better with your situation and live a larger and healthier. People are ordinarily afraid of change and the sacrifices that come with them, and it is this fear of failure and self doubt that stops them from meeting challenges in their life. This book doesn't necessarily deal with new ideas that haven't been heard of, it deals with how you can implement change with the things you already know you have to do. Healthy eating, fitness, self confidence, positivity, better relationships, these are the things people strive for all their life.

We all know the input required acquiring these things but directionless input does so much; an arrow shot in the dark will not hit its mark even by the best of archers. So Five Minutes Baby Steps to A New you- 92 Habits on the run will be the light that guides the arrow, it will show you the target and with a little dedication and exercise of will power by the reader “change” is just five minutes away.

INTRODUCTION

Man a creature of habit: Who do I become when I'm not looking?

We are all a product of the actions we have on repeat. Unconsciously, we spend every twenty-four hour day in a state of catatonia. Wake up. Tend to our day's work. Wait for the hours to go by. Wish for the clock to turn back. Go to bed. End our day thinking we could have used it better. Days become months and months become years and pretty soon the thought expands from a day ill-spent to a life ill-spent. Or so we think.

Life cannot be chalked down to a simple equation but, you can build the life you want one stratum at a time by simple changes. And those changes are just a matter of making a "habit."

There are no overwhelming alterations needed for a happier, more fulfilling life. In fact, fundamental upsets of a daily routine can do more damage than good. You can change your life NOW! How? Just by a five minute effort in your one thousand four hundred and forty minutes day. The change you need can be just as easy as ticking off things on a checklist without the stress of major cognitive load and an impending sense of eventual failure.

A habit is a regular pattern of behavior you achieve by repetition till it becomes almost involuntary. And the fact that these habits are not concrete is what forms the basis of our want for change and our self awareness of its potential to alter the way we live. The main problem we have to face, isn't ignorance of not knowing what we need to do to better ourselves, most people are well aware of what they need to do to change their life, sometimes painfully so as to inflict guilt.

Initiative is where all our road blocks lie: the general populace is in the race for big things: A bigger car, a bigger house, a bigger career and they feel that winning in the

race will obviously require “bigger” changes in our life when in reality the smallest steps we take in the right direction are the most significant. And it is the misconception of larger changes stacked on their plate that makes them falter because bigger changes pose the threat of greater sacrifices and longer hours and a greater chance at failing.

“The man who moves a mountain begins by carrying away small stones,” centuries ago Confucius told us the dictum that we all must apply to our lives to help us relieve the stress of all the changes we want to make in ourselves and in the lives of those who are around us. This doesn’t mean that we have to give up on the person we are at this present moment, it is the art of being fundamentally the same person while being more self assured; it is not so much as having a new routine rather making an old routine more efficient.

For example, that half an hour cardio routine you never seem to find the time for? Switching it with a five minute intense core workout routine ends up burning significant calories as opposed to a cardio workout plan that never took place. The main goal at hand of wanting to be more physically active still remains the same and is actually achieved just by changing the means to achieve it! This five minute workout will then pave a road to another five minute workout in the day if a complete half hour cannot be fit into your schedule. Fulfilling this five minute task not only gets the job done but also gives you a feeling of accomplishment. And it is this feeling of accomplishment that we want to harness to make a change in our lives.

It is the feeling of positivity, self confidence, self reliance, problem solving, stress relieving and accepting responsibility that once put together changes our everyday life. And that change can start TODAY in the next five minutes.

THE ANATOMY OF A NEW YOU

All this probably sounds too good to be true and skeptics will probably question how five minutes actually leading to a significant change in life. Well, it's science.

Our brain is a complex circuit of neuronal cells. The average brain has one hundred million neurons all which are interconnected through terminals known as “synapses.” Each synapse is like a control for “standard operating procedure.” Every action you perform has a defined neuro-synaptic pathway. Repetition of a particular sequence of event excites a specific set of neurons, the more the repetition the faster and more efficient the neuronal transmission become. Using this mechanism by altering our actions and making a routine of them we reprogram our brains to change certain circuits making these repeated actions almost involuntary and therefore turn them into habits.

LEARNING TO WALK

THINGS YOU NEED TO KNOW:

The healthy habits in this book are categorized according to domains of life, starting with those likely to show fastest results:

- 1- Mental Health
- 2- Productivity
- 3- Eating habits
- 4- Fitness and weight loss
- 5- Relationships
- 6- Career
- 7- Organization
- 8- Leisure and Productivity

WHAT YOU WILL NEED TO DO:

- 1- Make a check list of the habits you want to follow, start with the easiest to incorporate in your schedule.
- 2- Make a conscience effort to repeat the habits you choose to begin with. Start by adding just three changes to your everyday routine, and once you find yourself unconsciously following those habits move on to more.
- 3- Start with habits of more than one area at a time to improve all aspects of your life simultaneously which will create a more dynamic change in your life
- 4- Be patient with yourself, if you find yourself falling back to old ways DO NOT quit. Tell a close friend about your plans and ask them their help to stay on course.
- 5- Identify which habit works for you best, analyze where you are in life. Read through the habits carefully and ask yourself whether you already follow any of them in your own way.
- 6- The tips given along with the habits are guidelines that can be used if necessary, you can implement every habit as best suits you.

CHAPTER 1- HABITS FOR MENTAL WELL BEING AND CHARACTER GROWTH: FIVE MINUTES TO NIRVANA

The first aspect we need to change in ourselves is our mindset, our outlook of life and who we are is the reason why we feel like change is necessary. Assessing our lives is an important part of progress but questioning every stone we set in the path we are paving slows down the ultimate journey. It can also eventually make us lose sight of the destination, if there was a destination set in the first place.

"Then it **doesn't matter** which way **you go**," said the Cat. "--so long as I get SOMEWHERE," Alice added as an explanation. "Oh, **you're** sure to do that," said the Cat, "**if you** only walk long enough."

This quote by Lewis Carroll is often misquoted as "If you don't know where you're going, any road will get you there." This has become the anthem to our lives, we don't know the exact needs of our lives but know that where we are today is not where we want to be and this pushes attempt to fill our lives with aims, when the real change always starts from within. And that is where you will start changing your life by building the following habits:

1- GRATITUDE TIME

We tend to focus a lot on the negatives that happen in our life. We let all the things that do not go our way over shadow all the things that DO go our way. This attitude tends to make us take things in our life for granted and forget all the things we are blessed with but do not pay attention to. Practicing gratitude creates appreciation for your life which leads to inner satisfaction and happiness.

Take out five minutes in your day to sit in a quiet place and write five things that you are grateful about in your life. They can be something as small as being thankful for Sundays not being a working day or as significant as feeling grateful for a particular person you have as support in your life. This

TIP:

Keep a dated log specifically for writing down these things and go back to them on bad days to remind yourself of good things that have happened to you over the course of time.

2- NOCTURNAL SELF REFLECTION: KNOW THY ENEMY

Spend five minutes before bed critically analyzing your day. Be sure not to butcher yourself over your mistakes, the point of self reflection is to know the mistakes you have made so that you do not repeat them the next day or to try to understand how you could have dealt with a situation better. Maybe you lost your temper over something that did not really need to affect you to such an extent, maybe think about apologizing if you lashed out on someone. Doing so will enable you to not make a habit of all the negatives in your life.

TIP:

Do not dwell on your mistakes. Know that with the day gone, it has taken your actions with it and tomorrow is a new start, as cliché as that sounds.

3-SILENT MEDITATION TIME

Meditation has proven to create an increase in overall mental health. It improves memory, relieves stress and increases focus. Tap into your inner zen-mode by creating your own quiet space away from the crowd and all technology. Sit and focus on your breathing. Try to drain your mind of all thought of the day's demands or any other worldly thought. Just breathe.

TIP:

Try to meditate in the morning when you are least likely to fixate over events that took place throughout the day. This will also boost your energy level for the rest of the day.

4- KEEP A PROGRESS JOURNAL

Andre Gide, Virginia Woolf, Henry Thoreau are among the many great minds that would keep a daily journal. Gide describes this process of keeping a personal diary as a way to monitor your mental evolution and freeing your mind of worry:

A diary is useful during conscious, intentional, and painful spiritual evolutions. Then you want to know where you stand... An intimate diary is interesting especially when it records the awakening of ideas;

TIP:

Do not focus on making your journal a flamboyant work of literature, it does not have to be poetic. Focus on being cathartic; get to root of the problem, what's really on your mind?

5- SELECT YOUR "MISSION" OF THE DAY

Make a "mission" for the day, for example "be more present at work" or "be more considerate towards others." And make an effort to apply that to every opportunity. This will give your day a direction other than the usual monotonous routine.

TIP:

Repeat missions of the day, if you feel like you haven't fulfilled them completely.

6- STOP AND SMELL THE FLOWERS

This may sound like a truism but getting in touch with nature helps you distress. Take a five minute detour to the park or sit in your garden for five minutes and just breathe and look at things around you. Realize the majesty of Mother Nature and know that there is a bigger picture to life than the hustle and bustle of the lives we lead.

7-LAUGH OUT LOUD

Research at Oxford in 2011 has proved that laughter is in fact the best medicine. It is found that laughter increases our pain threshold up to 10%; another research at University of Arizona states that laughter boosts cardiac health by increasing blood flow and release of excitatory neurotransmitters.

TIP:

Read the humor section of the news paper for a quick laugh.

8-LOG OUT

Take time off from social media. Social media has a way for portraying the best aspects of people's lives automatically setting up grounds for comparison. There has been a steady increase in depression that correlates with the use of social media and the type of interactions made there. It will take you less than 5 minutes to log out and save you a ton of time.

TIP:

Use the time you gain to reconnect with people face to face, this will help improve your mental health as well as your relationships.

9-LEARN SOMETHING RANDOM AND NEW EVERYDAY

Set aside five minutes from the stress of learning because you HAVE to. Pick up a book or surf through the internet on things that genuinely interest you and are not related to any job necessity. This will add to your knowledge and make you a better conversationalist ultimately leading to self confidence.

Tip: Actively engage in conversation with people about what you have learned.

10- READ

Take five minutes out of your day to read. Reading increases the mind's cognitive function and focus. It is also a medium to receive advice. There are so many books out there that are relatable and make you feel less alone and helpless. It is an amazingly wholesome experience finding you can relate to ink on the pages and that your inexplicable feelings can be put to words and be resolved.

TIP:

If you aren't an enthusiastic reader pick up graphic novels, they are a great way to unwind and address many thought provoking issues as well.

11- DOODLE, PICK UP AN INSTRUMENT

Devote five minutes of your life to improving a skill, pick up an instrument, start drawing or painting, and start singing in the shower! Improving extra skills increases cognitive function and also helps cope with stress and boosts self confidence.

12- MEMORY EXERCISES: MIND PALACE

Have memory trouble? Wonder about that guy who holds the record of being able to recall 164 names in fifteen minutes and think about how you cannot remember basic technical terms? Build a mind palace. A mind palace is the memory technique of associating well known spatial settings such a particular technical term with your living room setting. This technique is guaranteed to improve your memory and only requires five minutes.

TIP:

Be a frequent visitor of your mind palace.

13- BE KIND

Kindness towards others is an act of self healing; it gives you a sense of fulfillment by instilling empathy and gives you the ability to relate to other people.

TIP:

Being kind can be as simple as smiling at your neighbor, and hey, it takes less than five minutes.

14- STOP, BREATHE, CARRY ON

In a stressful situation our adrenaline is pumping and our first instinct is to panic this interferes with our ability to perform the task at hand and wastes time. Stressful situations are more likely to leave a lasting impression on your mind and hinder your performance again if similar situations arise. So take a minute to analyze your situation and breathe. Whatever ordeal you are in, you are almost always fully capable of handling it, it is only a matter of changing perspective. So, breathe. And carry on with a clear mind.

TIP:

If you still do not manage to solve your problem ask for help. Your problems are for your personal growth and people are always there so facilitate that growth.

15- FIVE MINUTE CONFIDENCE BOOSTERS

Build your confidence and self love by writing or reading a single motivational quote every morning. Follow that up by assessing yourself be it physically or mentally and look in the mirror and tell yourself the one thing you love about yourself. You could love your eyes, or your ability to juggle, it can be silly, it can be meaningful, everything that makes you the person you are should be recognized by you and loved by you for people to be able to do the same.

TIP:

Try not to keep beauty magazine as a standard of beauty and try not to compare yourself with others while doing this.

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CHAPTER 2-YOU ARE WHAT YOU EAT: EATING HABITS FOR THE KITCHEN COUNTER SLOB

In medical history physicians used to believe the seat of the soul lies in the stomach, it was centuries till they realized the brain had more to do with making you who you are. But, we cannot dismiss the importance how the food we eat affects our health physically as well as mentally. The following habits instantly improve your health and therefore give you the best tool to use in your future life: your body.

16- WATER IN TAKE

It is important to stay hydrated throughout the day. It has been researched that hydration status affects multiple organs in your body. Staying hydrated not only improves mental function, it regulates bowel movements, helps you lose weight by keeping you full, it improves your skin, prevents kidney stone formation and detoxifies your body. You should ideally drink 6-8 glasses full of water.

TIP:

Carry extra bottle water with you when you go to work

17- EAT RAW FRUIT

Munch on your favorite fruit. It takes less than a minute to prepare a fruit to be eaten. Rid yourself of the hassle of peeling your fruit which not only saves time but also prevents loss of additional nutrients and fiber. Add berries and bright colored fruit to your diet that have antioxidant affects that fight cancer and weight gain.

TIP:

Keep a dish of fruits outside on your kitchen counter, it will make fruits more accessible and you are less likely to forget to eat them when they are out of sight.

18- DON'T WASTE LEFT OVER'S

Save your left over in an air tight container in the refrigerator for your next meal. This five minute step will save you the trouble of preparing your next meal, stop you from ordering convenient unhealthy food and make you less wasteful.

19- CHEW YOUR FOOD

Chewing your food stimulates gastric secretions which improve digestion and create a feeling of satiation. This eventually makes you eat less and prevents binge eating. Chewing also unlocks more flavor and makes you savor your food, this stimulates the secretion of a hormone serotonin which acts as a natural antidepressant.

TIP:

Avoid eating food in front of the television. Eating in front of the television distracts you and makes you ending up eating more than you mean to.

20- DRINK GREEN TEA

A cup of green tea takes less than five minutes to prepare and provides health benefits that can last you five hours! Green tea contains chemicals that regulate boost your metabolism which makes you burn more calories at rest. Green tea is also known to be a natural de-toxin and can help remove metabolic waste and chemicals. Green tea is also a good anti oxidant which is very good for the skin.

TIP:

Don't like the taste of green tea? Try flavored green tea.

21- HEALTHIER BEVERAGE CHOICES

Switch your extra cup of coffee or sugar filled energy drink with a glass of water. Sugar and additive caffeine momentarily stimulates the brain and gives you the feeling of wakefulness which is very useful for all nighters but during normal office hours you do not need to load yourself with coffee and stimulants early at the start of the day because

it will only make you more tired by the end of the day due to over excitation of your Central Nervous System.

22- STOP SMOKING

Everyone is aware of the hazards of smoking and while quitting may be harder than it sounds but taking that first step to stop smoking will do wonders to your health. Decreasing the risk of respiratory tract diseases, cancer and mouth ulcers. To start off quitting invest in nicotine flavored gum which has fewer health hazards. Invest in other stress relieving coping mechanisms. Remember it takes less than a minute to put out a cigarette but months are years of medication to undo the damages it causes.

23- DECREASE ALCOHOL INTAKE

One of the best gifts you can give your body is the gift of a clean diet which also includes reduction of alcohol intake. Your liver is the center of your body's metabolism and it is the first organ to be affected by the excessive alcohol intake. Excessive alcohol intake impair liver enzymes and causes immediate as well as long term bodily damage which can be as mild as abdominal bloating to liver cirrhosis. Instead of alcohol choose to drink alternative beverages or drinks with lower alcohol content.

24- PUT DOWN THE FORK

By eating in smaller intervals and resting between bites you give your body time assess its nutrient levels in the body. The perceived nutrient levels then regulate your hunger and appetite. Resting your fork while eating is another method by which you can avoid binge eating.

TIP:

You can also use smaller plates to reduce portion sizes to avoid over eating.

25- REPLACE HIGH SUGAR SNACKS WITH HEALTHIER HIGH FIBER SNACKS

While most dietitians would argue that you need to get your hands out the cookie jar to actually lose weight. It is more important to get the right kind of calories in your body. It is normal to want to have a snack, but it is the snack that dictates what your body's status is going to be months from now. So take the time to restock your pantry and cookie jars with high fiber snacks such as whole wheat cookies or food that is not artificially sweetened.

26- PACK LUNCH

Packing yourself for work is one of the healthiest habits you can develop. It takes five minutes or under to prepare the perfect vegetable sandwich or mixed fruit salad. By packing yourself lunch you avoid bad calories throughout the day. Research also suggests the less processed food you eat the less you crave it so eating healthy lunch rather than order inns will eventually make you eat cleaner.

27- WIPE THE COUNTERS AND DON'T PILE DISHES!

Keep your kitchen clean! Clean the counters and wash your dishes immediately after every meal, it takes less than five minutes to clean residues of a recent meal as opposed to the stains and grime of a the whole day or week as the stains have not set in. This not only saves time, keeps your kitchen neat and tidy but also ensures a less likely chance of bacterial or fungal growth. Bacterial and fungal growth makes your food go bad faster and also affects your digestive system, interfering with nutritional value of the food you eat.

TIP:

Use a paper towel or clean cloth to clean your kitchen as wet cloth is also a den for fungal and bacterial growth.

CHAPTER 3-HABITS FOR A FITTER YOU

Your body's health is not solely dependent on the food you eat. Our lives are slowly becoming more sedentary and this poses a threat to not only our waistlines but also the way we view ourselves. This section deals with how to deal with the Coach-potato-revolution reining your life. Say hello to a more active you!

28- SLEEP EARLIER

With increasing demands of the day people are becoming more nocturnal. Sleeping late, waking up late or early depending on the demands of their work. This takes a toll on your body as well as you mind. By reducing your sleeping hours you add to your mind's "sleep deficit debt" which is the amount of sleep your brain needs to for optimal functioning. Sleeping earlier can be brought about by the simple change of getting into bed five minutes earlier, keep going to bed five minutes earlier and keep adding five minutes till you have achieved the habit of sleeping an entire hour earlier.

29- PLANKING

Planking is a fat blasting full body exercise that burns tones your entire body, especially your core. The exercise involves staying in push up position with your back held straight like a "plank." Build your strength to be able to hold the plank position for five minutes by starting off with a 30 day challenge that builds planking strength from scratch. The exercise is simple and can be performed multiple times in a day without disrupting your schedule and does not require any equipment.

30- FIVE MINUTE YOGA BLAST

Yoga is another form of full body workout that can be used to replace a long cardio routine that is hard to fit into a bus every day schedule. Yoga also does not require any equipment and can save you the expense of going to the gym and getting a membership as there are plenty of online videos available for you to practice yoga at home.

Yoga routines can be prolonged or shortened according to your need. Yoga helps build self awareness, calms the mind and also aids in weight loss.

CAUTION:

Make sure you follow the videos correctly and make ensure whether you are suited to this type of work out.

31- HIGH INTENSITY INTERVAL TRAINING

Another alternative work out form is interval training where five minute high intensity full body work out is used instead of long cardio training to lose weight. Combining low intensity five minute yoga routine with high intensity interval training later in the day helps drop pounds and build strength. High intensity work outs also stimulate release of endorphins which are “happy hormones” that boost your energy level.

32- STAIRS FIRST, THEN ELEVATOR

Make a habit of using the stairs, this may take longer than five minutes if you have more than four flights of stairs to climb but by starting off with the stairs and then using the elevator at higher stories you sneak in a bit of cardio in your day.

33- FIX YOUR POSTURE

Stop yourself from slouching. Standing up straighter can end up burning extra calories as opposed to sitting or standing in bad posture. Improving your posture is an instant self confidence booster.

TIP:

Practice your posture in front of the mirror.

CHAPTER 4- HABITS FOR STRONGER RELATIONSHIPS: LIVE, LAUGH, LOVE

The people around us play an integral role in shaping our lives. Our loved ones are our ultimate fallback and support system. But lately we have found divorces at a higher statistically rate than ever before, depression and love life stress has been on a rise, we spend less time with our family and more time with batter powered inanimate objects. And we do this so unconsciously that we don't realize that our friends and family have been reduced to a label on in the internet. People show more affection through social media than they do face to face. In fact the internet has been poisoning people's abilities to build solid relationships and you too have probably felt the same at some point. Here is how you can improve the relationships you have today!

34- LISTEN

Develop the habit of listening more than you speak. it is an important habit that substantially improves your relationships. Spend an extra five minutes of your day talking to your loved one about their day rather than talking about yours. Listening and remembering builds rapport with your partner and helps create better communication.

Ask open ended questions such as "what else happened?" or "How did that make you feel?" these questions keep the conversation flowing while encouraging conveying to the other person that you are attentive and value what is being said. As an attentive listener you will find your loved ones seeking out your company and advice more than before, and by hearing them out you will get to know your loved ones better. It also stops us from being self centered, making us put others first.

35- DO SOMETHING THOUGHTFUL EVERYDAY

Doing thoughtful things for the people you love doesn't mean you have to make grand gestures. In fact it is the day to day ordinary acts of kindness towards those around you that make a lasting impression. It can be as simple as getting him coffee in bed or

writing a thank you note or buying them chocolate on your way back from work. Something small and unexpected keeps the spark in your relationships alive.

Tip: a family that eats together stays together, a couple that drinks together sticks together: enjoy a five minute cup of tea with your family and watch your household links strengthen.

36- CALL, MOM!

You are never too busy to call mom. It doesn't have to be long, it can be as simple as calling her just to tell her you love and miss her, it can be just a quick call to tell her about your day. Ties with your parents are important to keep up. With schedules getting busier we tend to forget about those who truly invest in us without seeking returns: our family. Your family is the only relationship where five minutes is really all you need.

TIP:

Short on time? Cannot call? Leave of a voice note.

37- PUT AWAY YOUR PHONE

In the fast paced world of social media and technology we are instinctively always reaching towards our phones, perhaps our strongest relationship is that of us and our phones. And this growing norm has distanced us from face to face communication and put road blocks in our relationships because we end up surfing the web, going through Facebook or replying to someone else's text message while our significant other or anyone close to us is speaking. It is important to be present, it is important to listen completely in order to establish better communication and that starts by knowing when to put away your phone. This simple act of putting your phone aside for five minutes after you come home to your family can do wonders for your relationship.

38- APPRECIATE THE PEOPLE AROUND YOU

Being vocal about your gratitude and acknowledging the work done by those around you gives positive reinforcement that not only encourages those around you but also makes

you more positive. Courtesy is always important in a relationship and while some people believe there comes a point where words like “thank you” and “please” and “sorry” don’t matter in a relationship because you have moved beyond those gestures it is important to stay focused on improving your relationship. If you feel like your relationship has hit a stand point of stagnation, it is time to hit square one when it was these tiny words that brought you closer together.

TIP:

Start now! Your room mate cleaned the place up? Tell them what a wonderful job they did. It takes less than a minute to put a smile on someone else’s face.

39- WALK AWAY FROM AN ARGUMENT.

It takes less than five minutes to make a bad situation worse by saying the wrong thing or giving off the wrong vibe by bad body language. In the heat of the moment we tend to go in fast forward, speaking on impulse, in anger we say more than we mean and it greatly impairs our relationship. In moments like this it is best to stop yourself. Be the master of your anger and excuse yourself from the situation, this will automatically diffuse the ticking time bomb of a fight out of proportion. It can be as simple as saying “this is getting out of hand, I need some water would you like some?” or “let’s talk about this when we’re both calm” or just a simple “I don’t want to fight.” Words of surrender take less than five minutes to be spoken. And every minute spent not fighting, is a minute you can use to improve your relationships.

40- HUG!

Hugging is the fastest and easiest way to distribute affection. Hug as many people as you can. Hugging is proved to boost energy levels and provide emotional comfort. A good hug has the power to turn a person’s day around. Not the touchy feely sort? That’s okay, move out of your comfort zone and reaches out to people.

41- GIVE COMPLIMENTS

Genuinely compliment at least one person a day. Compliments are one of the easiest ways of boosting someone else's confidence and making them happy. Compliments are also very good ice-breakers to start a conversation. By giving a compliment you open a two way door where you give as well as get.

42- DROP A TEXT

Reconnect with an old friend and stay in touch. We have already talked about how your cell phone can be the problem in your relationships; now let's talk about how you can use your phone for good instead of speed breakers.

Take five minutes out of your day to drop in a text or email to an old friend you haven't met in a while. Drop in a short message asking them how they are, telling them that you were remembering them. Keeping in touch with old friends helps you keeps you from isolating yourself, as so many of us do when life starts getting busy. It is important to remember no matter how busy you get, there are people in your life you should take out time for. It is these people who are there to back you up in times of happiness and sadness. And it is important that these people know that you are there for them in return. Relationships are built on vocalizing your feeling. Start small, start now.

43- APOLOGIZE FIRST

This a tricky one to deal with since the idea of principles comes in, when you think the other person is in the wrong and apologizing does not come to you naturally. What do you do in a situation like that? Be the first to apologize. There are times when we need to put our relationship before the problem. Arguments can have a lasting impact on your relationship so it is important to act fast and mend broken ties before it is too late. Saying "sorry" takes less time and effort than staying angry at one another. Set aside your ego and principles, sometimes there is no other logical solution other than to put your loved ones and their feelings first.

44- ASK FOR WHAT YOU WANT

We spend a lot of our time expecting people to know what we want from them because we assume that by now they know how our brain functions, after all after a certain degree of understanding, it is only inevitable to think they will understand you enough for you to not have to say what you want out loud. But the truth is, there will be times where you will have to demand the things you want. And it only takes a minute and spares you a lot emotional turmoil. Your loved ones cannot read mind, and sometimes how we feel needs a dose of rationality. Want alone time? Ask for it! Being passive aggressive never helps build a relationship.

45- BE KIND TO THE WAITER

Learn to respect every job, maybe your waiter does not like his job but your attitude towards him can make him change his mind, maybe that waiter ends up having a good day because of you. Maybe your attitude towards him will make him less disappointed by the situation of his life.

This goes for anyone underprivileged or someone with a job different than yours. Your attitude defines not only you but other people's lives.

Leave with a good tip and a smile on your face, informing him of his good service. Time spent: Less than a minute.

46- BE FORGIVING

While apologizing is one thing is also important to forgive. There is no point of apologizing and rectifying a situation only to repeatedly bring it up to start another argument. Holding grudges is like holding on to poison; it erodes your relationship from the inside. Take a minute to remind yourself that forgiveness is in itself an act of love.

47- STOP LOOKING FOR FAULTS

Everyone's a critique, and we are all often very vocal about our criticism. Criticism should be given in a constructive manner but when it becomes a habit to look at the

negative rather than the positive know that your relationship is on the line. Every time you find yourself thinking how those around you could have done something better or how they did something completely wrong ask yourself: are you being needlessly critical? Introspection is not time consuming and your relationships with other people reveal aspects of your own character.

48- THINK BEFORE YOU SPEAK

The age of adage of thinking before you speak needs to explanation. It is a conscience effort of pausing before saying something. Take the time to choose your words, take the time to assess whether the words you are going to say are going to effect the person the way you want them to. This can be only a matter of minutes, in between the conversation itself! But it has the power to alter how you speak and how people perceive you.

49- GET TO KNOW YOUR NEIGHBORS

We are so busy with our lives that we forget to look at people around us. Take out five minutes of your day and ask about your neighbors. Your neighbors are people who know your daily routine, what you have in the mail, what time you eat, without you wanting to know and very likely without them intending to know. So take the time to know these people as they know you , who know you might find great company just next door.

50- SMILE

It takes less than a minute to smile at someone but the impression that leaves can make someone's entire day. So don't think about it, just smile.

CHAPTER 5- HABITS THAT MAKE YOU FINANCIAL DIGITS MULTIPLY

Small changes in how you spend your money can make the digits in your bank account multiply profoundly. Financial security is an integral part of life and planning a future. If you have every found yourself wondering the secrets of financially secure people here are a few habits that they don't want you to know about:

51- PULL BACK THE CURTAINS

By pulling back the curtains during the day time you let in sunlight that is natural source of light meaning you won't have to turn on the light switch. Using the laminating powers of the sun till noon can help considerably lower your electricity bill as well as combat depression. It has been researched that bad lighting promotes depression. So start your day early and take a minute to pull back the curtains.

52- PAY BILLS ON TIME

Paying your bills on time can reduce the amount of late fee charges that can seriously put a dent on your bank account if you let them happen repeatedly. So take out five minutes of your day to mark your calendar and put reminders for you to remember when your bills need to be paid.

TIP:

Most bills for specific utilities arrive a particular times of the month so add tentative dates for arrival of bills so that you don't miss them.

53- THE PIGGY BANK

Make a habit of keeping a portion of your monthly salary in a saving's account. At the start of the month assess how much money you can afford to put aside. If needed ask a financial advisor or a friend who is good with money.

54- LOOK FOR INVESTMENT OPPORTUNITIES

Spend five minutes of your day going through the stalk market, property sales and other investment areas through the newspaper. Keep your eyes peeled for any opportunity you can find to usefully apply the money you have saved, money makes more money so long as you are smart about it and know when to seize and opportunity.

55- ALLOCATE MONEY

Distribute your money according to your needs. Set aside a certain amount of money for every expense at the start of each month. This will stop you from exceeding you budget and help you keep track of the money you are spending. For example, setting aside more money for your groceries and bills in comparison to the money you would use for monthly recreational activities.

56- KEEP SMALLER BILLS OF CASH ON HAND

By keeping smaller bills at hand you will always have change in your wallet, this is useful for when you need cash readily available. It also helps save time at the counter.

57- KEEP TRACK OF YOUR MONEY; DON'T WAIT TILL THE END OF THE MONTH

This goes hand in hand with allocating your money, but to be on the safe side monitor whether you are actually spending your money the way you had planned. There are always tiny expenses here and there that add up by the end of the month. Make a habit of writing down these expenses in a “tally” book that you can use to calculate your expenses during the month.

58- IMPULSE CONTROL!

Do not shop unless you need to. Know the difference between you need to buy something and when you want to buy something. Take a minute in the store to ask yourself whether you can make do without the product you picked up. And if you need it can it be pended to next month's expenses?

59- SALE SEASON SHOPPING SPREE? NO!

Sale season is here and you have money in your wallet. What do you do? Walk away! Save yourself the trouble. But if you find yourself giving in to temptation, give yourself five minutes to run a look in the store, pick out the first ten things that catch your eye and fit your budget, of those ten things narrow down must haves and good to haves. After which ask yourself whether you can make do without the product you have narrowed down.

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CHAPTER 6-HABITS TO BE A BETTER WORKER: WORK PLACE WORRIES NO MORE

A lot of the stress faced in our lives is because of our jobs: Some people hate their jobs, some have pinned their hopes on getting that promotion that just doesn't seem to be coming their way, they don't get along with their colleagues, and they don't seem to deliver the quality of work they want from themselves. If you have similar problems here are a few habits you can implement now that can change your work professional life:

60- SPEAK UP IN MEETINGS

If you have an idea be vocal about it in your routine staff meetings. This will take five minutes of the meeting's time and push you out of your comfort zone, get you noticed by the boss, show your enthusiasm and help build confidence in your work capabilities. Tip: Prepare for your meetings the night before. Revise your presentations, arrange your clothes, and leave nothing to chance.

61- TAKE TIME TO KNOW YOUR COLLEAGUES AND BOSS

Make yourself a memorable employ by spending five minutes chatting up your colleagues and boss and building a solid relationship with them. It can be simple conversation about how they spent their weekend or what you liked about their work or about a team sport that you both enjoy watching. Getting to know your colleagues helps build a better team and a better team leads to better work efficiency.

62- SHOW UP ON TIME

Showing up on time is crucial for being a good employee and even a good boss. It shows you are a responsible dedicated worker. Being tardy is a habit that can easily be broken by simple leaving the house five minute earlier. You will be surprised by the difference in traffic a matter of five minutes can make.

Tip: Set an alarm while getting ready which will mark the time you need to wind up your preparations for going to work and signify that you should leave work in the next ten minutes or so.

63- ASK FOR FEEDBACK

Be proactive and spend five minutes with your boss or your colleague discussing your work and asking for feedback, take notes of the critique you get and don't take things personally. Work on your problem areas next time you are given an assignment. Don't pile large piles of work for analysis, have your work looked at in short bouts so that you know you're headed in the right direction.

TIP:

Inform the person you are going to ask for feedback to take out five minutes of their time to review your work, tally work schedules so that it is convenient for both of you.

64- TAKE A BREAK FROM BREAK ROOM GOSSIP

It is lunch break and your entire group of office buddies are sitting around gossiping about work politics or the boss, excuse yourself for five minutes. Go eat your sandwich at your desk instead. Work place gossip is unprofessional and should be avoided under all costs. And since most gossip lasts only several minutes till the next topic comes under discussion, you can safely return to your break room without fear of being embroiled in work place chattering.

65- READ UP ON THE LATEST DEVELOPMENT IN YOUR FIELD

Take five minutes of your time to go through a journal or newspaper that is specific to your line of work, you can just read the headlines if you are short on time but do make a habit of being informed about the latest advancements in your field. This will make you aware of other opportunities for higher qualifications, newer work methods etc.

66- ASK FOR HELP

A good employee knows when he has met his match. Asking for help from someone who is better trained to handling your work problem can make you gain experience as well as form team partnerships in your workplace. Asking for help takes less than five minutes and ends up saving you a lot time that you would have otherwise spent making little progress.

TIP:

Be sure to thank the person who helps you after the job is done.

67- LOOK THE PART

Take out five extra minutes in your morning to work on your appearance. Make sure your clothes are properly ironed, your hair properly set, your tie straightened, your shoes polished. It is scientifically proven that when you feel confident about the way you look you tend to exude confidence that others notice as well. It is this positive attitude that acts as fuel for you to be a more efficient worker.

68- ANSWER YOUR EMAILS IN INTERVALS- PRIORITIZE

Most people start their day by answering their emails. The start of your day is usually when your attention is at its peak and you are most likely to get the job done. So, instead of utilizing this time of focused attention to emails that can be answered later, take five minutes at the start of your work day to skim through your email, mark the important ones that need immediate attention and ones that you can afford to answer later. Break down email responding time into different times of the day. This can be when you take a break from your work and unwind for a bit to regain focus.

TIP:

Put a reminder so as to not forget to answer unanswered emails.

CHAPTER 7-HABITS TO RELIEVE STRESS: UNWINDING AND LEISURE TIME

People think that a month's get away, a vacation from their daily life is the only form of stress relief, that some grand schematic design by therapists is needed to cope with the stress in their life. And while that may be true for some, it is important to remember what C. S. Lewis says "It is not the load that breaks us, it is how we carry it." Most of us do not realize reducing stress is an ongoing process and that scientifically short bursts of excitatory neurotransmitters provides prolonged stress coping mechanisms that are better than moving away from problems in your life. Real change is learning to have fun in your life during the battle against your every day anxiety. Here are a few five minutes habits that will help you win that battle:

69- INDULGE IN FAST PACED SPORTS

A five minute game of ping pong or foosball is a great way to relieve stress. Focus on quality and not quantity of the time you spend having fun and unwinding. Spending an hour watching a show you don't particularly like or doing something that isn't exactly relieving stress will ultimately make you feel exhausted and drained. You will end up feeling like you have lost the taste for enjoying life when in fact you've just being looking for enjoyment in the wrong place.

TIP:

Have repeated five minute breaks where you incorporate your five minutes of fun. It will help you refocus on your work.

70- GROOM YOURSELF

Animals spend a considerable amount of their time grooming themselves, as social animals ourselves we should be no different. Grooming yourself is a very good way of relaxing. A quick foot massage, brushing your hair, moisturizing, all of these activities require tactile stimulation that increase blood flow and help relieve stress. Not only that,

having a daily grooming ritual will also help build your confidence as it will make you more and more comfortable in your skin.

71- EMERGENCY DANCE PARTY

Had a bad day? Put on your favorite song, turn off the lights and just dance! Dancing is another way of enhancing endorphin secretion, endorphins are hormones that elevate your mood and add to mental well being in times of stress. A five minute cathartic dance can be just the pick-me-up you need to get your day back on track.

72- PLAY WITH YOUR PET

Just like any other form of companionship your pets are there for you in moments of stress where life is too hard to handle. Take out five minutes in your day to go play a game of fetch with your dog, enjoy the simple things in life. The city life is tough but sometimes you just have to shut out the noise and spend some down time.

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CHAPTER 8-HABITS TO HELP YOU ORGANIZE YOUR LIFE

The simplest and perhaps the most impactful change in our lives is learning to be more organized. De-cluttering your closet, de-clutters your life. Here are a few habits that can help you become more organized in your life and make your daily routine more efficient.

73- PUT A REMINDER

You're working through that busy schedule, but do not mistake yourself for Superman. Heck, even Superman isn't the epitome of multitasking. Way in that busy schedule of yours, you are bound to forget something: Did you forget those 2 cartons of milk your wife asked you for on your way back from work? Oh no, you almost forgot your husband's birthday? Was it your turn to pick up the kids on the way back? Uh-o! Unlock that cell phone screen, open your calendar and punch in all those tasks for the day. Organize, prioritize and get the job done on time! That's your new way of life!

74- DON'T HIT THE SNOOZE

That extra ten minutes of sleep after your first alarm isn't really helping you. It is the slow creeping enemy you weren't even aware of. You're frequent intervals of snooze sleep could actually increase the fatigue you feel, the fatigue could cause you to be irritable. And with a daily snooze-problem, you could just dwindle in to mood irregularities! Don't do that to yourself! Take control! Jolting out of bed as soon as your alarm rings is your new habit to form. Don't be a snooze-aholic!

75- PUT AWAY THINGS WHEN YOU TAKE THEM OUT

Has your lack of energy or maybe snooze-aholism lead you to be a slob? Did you know a cleaner environment helps improve Feng Shui. Clean up, fold your clothes back in to that cupboard, line your shoes up in a corner, stack up those loose papers in a pile and please throw out last week's empty pizza box. Come home to a cleaner home, you'll feel happier! Try it! It's tested. Don't have anyone else to clean up after to you? Here's a

small tip, clean up as you make the mess. Saves you time and energy! Remember Feng Shui is your new preference.

76-TAKE FIVE MINUTES TO THROW OUT THINGS YOU DON'T USE

Come on! We all know you don't need five minutes for that! Bought that make-up set on sale? Doesn't look nice on you? Why are you still storing it? Gift it to somebody. Please open up your secret drawer a.k.a the junk drawer, empty that out already! Those skeletons in the closet, literally have to go. No point of going Feng Shui if you know that the superficial cleanliness is just masking all that junk. Is that helping you? No. Feng Shui. Repeat, Feng Shui. **THROW OUT THE THINGS YOU DON'T USE OR NEED.**

77- SET UP COMFORTABLE WORK SPACE

Everyone has a work style. Know yours! How? Notice at what time and surrounding do you work best. Create that setting for yourself at home and work, increase your productivity. You like having the curtains pulled back and some fresh air while you work? Go on, get to it! Did that take less than five minutes there? Your comfortable work space just might be your key to success.

78- DON'T PILE PAPERS

Piles are good. But useless piles are the worst nightmare. Shredding your unnecessary documents will help you organize the things you need and don't need. At the end of each work day, take five minutes, clear your desk. This will help you come to a cleaner desk in the morning, and a cleaner desk will give you a feeling a less work pressure. It will also help you keep track of your more useful documents. Don't want to shred the documents? File them, label your own archive. Wow. Organized already. That is impressive habit.

CHAPTER 9-HABITS TO IMPROVE PRODUCTIVITY: A TRUCE WITH PROCRASTINATION

This Section deals with habits that will improve your productivity. It will enable you to do more in less time and thus leaving you with more time to enjoy your life when you are not under the stress of meeting a deadline. You will finally be able to find a balance between work and leisure. They will help you call a truce between your inner procrastinator and your inner slave-driver-perfectionist.

79- TAKE A BREAK

A five minute break from whatever you're doing might just be what you need! Taking a break every now and helps your mind and body relax and replenish for the next battle, even if the next battle is writing 500 more words for that history assignment. Taking a short break doesn't just allow you to rest but might also give you new perspective. When you feel the pressure, just hit the time out button, those five minutes are yours to RELAX! The mind things best when it is at ease and the body performs its best when it has had enough rest.

80- BREAK YOUR TASK DOWN TO SMALLER TIMED TASKS

Having trouble handling a big task all at once? Do you feel you won't be able to finish up on time? Here's a simple solution, take five minutes with the task you've just been handed, grab a paper and pencil and break the task down before it breaks you! You know what I mean! Section your task in to smaller tasks, allocate deadlines to the mini-tasks leading up to your actual deadline. Try maintaining pace, know what you're good at. And in no time, you will be on time!

81- BEFORE STARTING REMIND YOURSELF WHY YOU NEED TO WHAT YOU'RE DOING

They say before you start on something, "take a deep breath" but what they actually mean is that you need to remind yourself why you're doing what you're doing. This

doesn't just help you stay motivated, it reminds you of the goal and directs you towards your course of action as well as keeps you on track. You know why you need these five minutes? Take a deep breath (if you know what I mean).

82- MAKE A TO DO LIST

How are all these super moms managing the whirl wind of a life that they have? Want to know their secret? They have a "to-do list" tucked in their pockets or purses. Don't over stress your brain by trying to remember all the things you need to do in the day. You took five minutes to set in that reminder? Take five minutes to list out the things you need to get done in the day and then slowly cross them out, one job done at a time. This is help you stay on top of your game.

83- EVALUATE YOUR WORK. WOULD YOU HIRE YOURSELF?

Quality is the new in thing now a days. Everyone wants to know whether you have what it takes for the job, but what they're really focusing on is how well you've done the job. So before you walk in for that interview with your portfolio, take five minutes to evaluate yourself. Scrutinize! Be your judge. Would you hire yourself? Where are you lacking? Those five minutes put in to improvement will land you that dream job! Guaranteed.

84- FIND A COMFORTABLE CHAIR

A comfortable chair can make or break you. Back aches can be your worst enemy. And most backaches arise from bad posture while sitting on an uncomfortable chair. Pain and discomfort reduces a person's productivity. A comfortable chair adds to creating a good work environment. So take five minutes, and choose a spot that is good for you.

85- TURN OFF THE TV

Do not multi-task making a combination of work and pleasure. Working in front of the television will increase the time you will take to finish a task. Turn off the TV, give your hundred percent, finishes the task early and then enjoy your favorite program at ease. Turning off the TV takes less than five minutes and will save you five minutes that you would have put in to finish that task.

86- SAY "NO"- LEARN TO KNOW WHEN YOUR PLATE IS FULL

You have your agenda for the day and know that you'll barely be able to finish on time. Do not take on extra work. If someone walks in with an extra task, let them know what you are booked. Do not over burden yourself with multiple tasks if you know you can't keep up the pace with extra ones. Say "no" to the extra pile. Getting today's job done on time is your deal for the day.

87- DON'T DISMISS SMALL VICTORIES

Don't undermine yourself. Learn to appreciate even the small accomplishments. This will boost your self esteem and will motivate you to perform better and will even help you maintain your energy level towards a certain assignment. Manage to get to work on time even though you missed your bus! Now that is a noted accomplishment! Take five minutes out to tell yourself "Man, it is so good to be you" or "Yes, we did it".

88- PRIORITIZE YOUR WORK

You have your to-do list, you know how much you can get done in a day, you know you possess the power of "reminders". Know what job/task supposed to be accomplished and when! Take five minutes to list your task in order of priority to make your schedule more efficient.

89- STOP COMPLAINING

Save five minutes of your life, maybe even more by learning to complain less and make most of the situation at hand. Your car broke down? Beating yourself up about it or blaming it on the cosmos is not productive. Take five minutes, breath, just breath and then think of how to deal with the situation. Those five minutes will not only help you get out of a problem, it might help others around you to calm down too. Be the "positive" in your life. Stop complaining!

90- KEEP UTILITY YOU NEED CLOSE AT HAND

Remember how your dad always reminded you to pack all the essentials for your camping trip? Missing out one of these essentials could mean disaster. Now apply that rule to any task at hand. You're going out for lunch, what things could you possibly need on the way? Pack those in with you. Going on a field tour? What things should be in handy? Take five minutes, list those things and grab those things along with you. You know they'll come in handy!

91- EXPECT INTERRUPTIONS

While planning a schedule don't plan down to the last minute, expect interruptions, expect things to not go exactly how you want them to . Add a five minute margin before and after every work you have planned that will include any likely disruption to your plans.

Tip: While making a schedule ask yourself the fastest pace at which you can finish a set task. This will allow you to judge the amount of time it will take for you to recover any lost time.

92- DON'T STRESS THE SMALL DETAILS

Don't be a perfectionist. When you find yourself obsessing over small details of your work, insignificant details that no one else will notice, details that will not cause any major change in the outcome of your work, stop yourself. Take a five minute breather. Being a perfectionist only makes you critical of your own and makes you harbor negativity towards yourself which prevents progress.

CONCLUSION

Making a change in your life involves taking tiny steps towards the right direction, we have already established which direction to choose, now it is up to you to decide how big a change you want in your life. You have to realize that every change will always stem from YOU, nothing and no one can live your life for you and tell you what it is that will make you happy. The way you view your life is the biggest change you can make for a better future. Be patient with yourself and love yourself in your process of growth. There will be bad days and there will be good days. Do not dismiss small victories and do not dwell over mistakes. Habits are not built over night, the person you are today is a product of days of unconscious repetition, but as explained in the Anatomy of the New You, science is on your side now all that is left is your own support. Life is undulating, there will be ups and downs even the best version of yourself will have to face, you just have to stay clear of doubt.

As John B Sheerin says: "Happiness is not in our circumstances but in ourselves. It is not something we see like a rainbow, or feel like the heat of a fire. Happiness is something we are."