

1%
better
every day



RESOURCE CHEAT SHEET

Are you looking to improve your life through Kaizen? By taking small-yet-powerful steps to improve every area of your life, you can enact giant change over time that would never be possible with a more direct approach.

If you've read the full eBook, then you will understand this concept well. But your work is not yet done! On this resource cheat sheet, you will find further reading, useful apps, and more.

Apps and Tools

Todoist (Android, iOS, Windows)

<https://todoist.com>

This is one of the most popular to-do apps on the market and has a lot of powerful features that are ideal for power users and those looking to form positive new habits. Not only can you create new tasks, but you can also assign them to members of your team/family, create nested jobs, set reminders and more.

Headspace (Android, iOS)

<https://www.headspace.com/>

This app is a tool for developing your skills with meditation. Meditation can help you to overcome anxiety, to improve your sense of calm and happiness and even to improve your cognitive function by increasing your neural tissue and slowing your brainwaves. This is a perfect starting point and the first ten lessons are free. Once you have the idea down, you can pay for the rest or you can choose to pursue it alone.

This is the ideal choice of “small change” you can make to your day to see huge benefits and repercussions.

Emma (Android, iOS)

<https://emma-app.com/>

Emma is an app that collects all of your transactions in a single place. This is perfect if you are planning on saving money as it can show you areas that you are spending more than necessary by categorizing your spending. You can then choose to spend X amount less on entertainment for example, which is a small change that adds up to big results.

Chip (Android, iOS)

<https://getchip.uk/>

This is another app that can help you to apply a Kaizen approach to your money management. This one works by assessing your balance and sending small amounts of money into a savings account. The idea is that it sends tiny amounts that you won't miss on a regular basis, but in doing so actually adds up to saving you a lot!

7 Minute Workout (iOS)

<https://apps.apple.com/gb/app/7-minute-workout/id650762525>

This is just one version of this app available for iOS. There are many other 7 minute workout apps however, available for both Android AND iOS. Each will walk you through a 7 minute workout, which while short, will be enough to improve your muscle tone and help you to shed some calories in the process.

Pomodoro-Tracker (Web-Based)

<https://pomodoro-tracker.com/>

This Pomodoro-tracker works by letting you set short breaks in between longer periods of work. It's a useful and fun way to boost your productivity, while also giving yourself concentrated breaks. It's not directly related to Kaizen, but is similar in concept!

Goal Setting Worksheets (Blog post)

<https://www.developgoodhabits.com/goal-setting-worksheet/>

This blog post links out to four free goal setting worksheets. These are useful templates that you can use to identify the core goals that you want to target to begin with.

Further Reading

The Four Hour Workweek (Book)

Kaizen was originally intended for business and in particular for manufacturing. The concepts can be particularly effective however when they are applied to entrepreneurs or self-employed sole traders. Tim Ferriss explains in *The Four Hour Workweek* how you can make some small changes to your workflow and automation in order to reduce the amount of time you spend working to a fraction of what it previously.

The Four Hour Body (Book)

In the same vane comes *The Four Hour Body*. Here Tim shares hacks that can help you to get into better shape in a short amount of time. One of the most interesting takeaways here is the “MED” or “Minimum Effective Dose.” That is the minimum amount of work you need to do in the gym to trigger a positive adaptation. Tim’s argument is that there is never a good reason for spending *longer* than this in the gym! It’s ideal for the Kaizen micro workout crowd.

The Personal MBA (Book)

If you like Kaizen, then you might be interested in applying more concepts from business to your usual routine. *The Personal MBA* from Josh Kaufman is ideal for this and shares lots of business ideas that actually have a surprising amount of application in your everyday life.

59 Seconds (Book)

This is a book that looks at many common self-help suggestions. The difference is that the objective here is that it is more interested in looking at what the science and the research says, rather than the old-school philosophers.

Some of the advice here goes against the grain but it is far more effective than following simple hearsay!

As the title suggests, the book also focusses on the really small changes you can make that will have a massive impact on your productivity, health, and happiness.

How to Save an Hour Every Day (Book)

This book is filled with time-saving tips to help you gain back a lot more of your time. These tips also happen to save you energy, giving you the ability to *do* more with the extra time you now have!

This fits perfectly with the concept of Kaizen, helping you to address your current workflow in order to create a more efficient version of your day and to thereby clear space in your schedule to do the things that really matter to you.

Tiny Habits (Book)

This book talks you through the idea of tiny habits – a completely Kaizen-inspired approach to changing your life by making small commitments to new tiny habits.

Forget big change, start with a tiny habit (TED Talk)

<https://www.youtube.com/watch?v=AdKUJxjn-R8>

Check out the talk on the same topic here. It's a great listen.

These are just some of the books and tools you can use to gradually introduce tiny habits and improve your efficiency. Remember though, it's ultimately up to you to make these changes as simply as possible – don't be distracted by these resources or use them as a crutch!