

SpartanHABITS

S U C C E S S C H E A T S H E E T



A Cheat Sheet to Achieve your Dreams.

Spartan Habits Cheat Sheet

This cheat sheet provides you with my 61+ battle worn, time-tested tips for achieving your dream and finding success in any domain.

Part 1: Habits

The habit is one of the most powerful tools of successful people. Habits layer one on top of another to produce an exponential success in your life. Successful people focus on developing one habit at a time. It takes 30 days – 120 days to develop a habit. As you continue to perform that habit it becomes easier and easier to accomplish. As you build a new habit they gradually move from difficult to easy, and eventually you'll perform your habits without a second thought.

Bedrock Habits

Bedrock habits are habits that form the bedrock of all the other habits and achievements in your life. I have a handful of these habits that provide the bedrock for all the other habits in my life. I'll star * these habits below so you can see what bedrock habits are most important for me personally.

Ask Yourself: What one habit can I do that will help me accomplish my biggest goals?

For some people exercising in the morning focuses them and starts them on a path to success each day. Many people have found a morning ritual, morning meditation or morning prayer is critical to consistently motivating themselves. Autosuggestion and scheduling can be two other examples of powerful bedrock habits. Whichever it is for you, find your bedrock habits and prioritize them.

Autosuggestion

Autosuggestion is the practice of continually repeating your goals and dreams to yourself over time. This repetition helps you to focus your energy and reinforce your life direction. It helps to write out a script that you can read in order to point your subconscious in the direction of your dreams. Personally, I've used this for many years, and the practice has helped me stay motivated and focused during the ups and downs. I have found the combination of autosuggestion and prayer to be a powerful way to steer my life.

Life Script

One method of utilizing autosuggestion is by writing out a life script and reading it to yourself every morning or periodically. I spend 5 minutes every morning reading a script with statements of who I am and what I want to accomplish in life. This helps keep me laser focused on my long-term goals.

To get started, ask yourself meaningful questions and write down your answers: What do you want to achieve in life? What do you stand for? Who are you? What do you believe? Developing a life script is an iterative process, so don't think you have to get it

Example Life Script

- I'm a talented serial entrepreneur who's launching a 6 figure ecommerce site this year.
- Daily, I sow a garden of inspiration that I reap in genius.
- I pursue my wife's heart, romance her, and help her achieve her destiny.
- Today I am tougher. Today I am stronger. Today I am vibrant with life. Today is my day. Today, God's energy flows powerfully through me. I will conquer the day.

I have about 10 – 20 of these that I use at any given time and rework them throughout the year.

***Scheduling and Time Blocks**

Whatever you want to achieve, you're not going to do it consistently unless you have it scheduled. I learned this in college. If you don't write out your schedule then you'll waste a lot of time. I start out by writing out a schedule template that I use to outline the different time blocks I have throughout my week. Then I track my time in 15 minute increments in a schedule I fill in at the end of each work day.

Tips: Here are a Few of My Time Blocks

- Lunch Time Block: I use this time to write, do personal chores, and to work on side projects. When beginning this block I read a short autosuggestion script and include a few sentences that explain what I want to achieve.
- Commuting Time Block: Commuting is a great time to listen to audio books, call friends/family members, or practice memory mnemonics.
- Work-out Time Blocks: I usually run and do calisthenics 3 times per week. These times are set aside on my calendar and I rarely miss a work-out. Typically, I also read audio books while working out.
- Chore Time Block: For larger personal chores, I set aside 4 hours of time on the weekend. This is where I mow my lawn or will work on house improvements. As I grew my business and my time became more valuable, I used this time to schedule other people to do personal projects (painting/handyman work/yard work) and trade this time block down for a few more hours of work time.
- Family & Spouse Time Blocks: I have time designated for my family and my wife throughout the week. This includes a weekly date night, and evening walks for us to spend time together.
- Email Time Blocks: I have a specific time in the morning and at the end of my day that I clear out my email. It helps me to set a time (usually 10am/5pm) and not answer any new emails that come in after that time. Larger action items I move into an action item folder to be worked on at my leisure.
- Priority Tasks: I have a time block to focus on high priority tasks directly after my morning email time block. It helps me to work high priority tasks before opening my email and getting flooded by the urgent less important.
- *Morning Time Block: I have a 30 min – 1 hr time block in the morning that I use for a group of habits that help me start my day right. This includes prayer, meditation, autosuggestion, and motivation habits. I'm constantly tweaking these time blocks to get the most out of them.

***Morning Time Block**



My morning time block was the first time block I established. From this one practice came all of my habits and all my accomplishments thereafter. I use this time to meditate, pray, think, and dream among other things.

What I do in this block:

- Autosuggestion/Read Through Life Script
- 5 minutes of thankfulness
- Dreaming – Write out dreams and dream scripts for visualization. This goes hand in hand with creating and adjusting my life script throughout my year.
- Ideating: I enjoy brainstorming about things and coming up with new ideas. I'll often take a topic and think of 10 quick ideas. Every once in a while I'll take a topic and write out a 100 idea deep dive.
- Prayer and Meditation
- Reading meaningful verses and quotes.
- Going on long walks to think and pray.
- Listening to Meaningful Songs/playing guitar

Note: I don't do all of the above every day. I pick and choose depending on the day. I also can cut this down to 15 mins or take 2 hrs depending on the day and how busy I am. If you feel like you can't take 15 minutes then you probably need to take 2 hours.

I also set aside Mondays and Fridays to do longer more in-depth morning time blocks.

Microhabits

For me when I was starting out I began with the larger habits. Getting consistent in my sleep cycle was a big win and allowed me to develop my morning ritual.

After I took care of many of the larger habits listed above, I realized there were a lot of things that only take 1-5 minutes to complete. Things like push-ups/sit-ups, stretching, reviewing note cards, ...etc. This is when I began adding microhabits into my day.

Below I list some ideas for micro habits you might consider adding into your life.

1-5 Minute Habit Ideas

- Texting Your Spouse: Text your significant other a romantic or humorous note.
- Texting Your Friends: Text friends/contacts interesting or relevant news articles.
- Drink Green Tea in the morning.
- Take Supplements in the Morning: Fish Oil is a great place to start.
- Break up books you read into notecards and review one notecard a day.
- Write meaningful quotes and verses on notecards and review during the day.
- 5 Minutes of Meditation: Follow the breath by watching yourself breathe in and out for 5 minutes straight. Light a candle and watch the flame. Being able to quiet your mind and focus on command is a useful skill that meditation instills.
- Floss/Mouth Wash
- Drink more Water: I fill up a few glasses of water and put them in front of me in the morning and at lunch time. For me staying hydrated is a great method for managing stress,
- Start your day by writing your three top priorities for the day.



15 Minute Habit Ideas

- Take a Short Walk
- Call a friend or family member. These conversations don't have to be long.
- *Breathing Exercise*: Breathing is one of the best ways I've found to deal with stress. Dr Andrew Weil suggests a simple 4-7-8 breathing exercise. Begin with 1 minute of fast, shallow breathing (2-3 breathes per sec). Then follow-up with a 4 count breath in, hold for a 7 count, and breathe out for 8 counts. Repeat the slow 4-7-8 breathing 10 times. Then finish out with 5 minutes of watching your breath without changing it. Practice this breathing 2 times per day for 2 months when you're not stressed. Then you can use the tool to bring you out of a stressed state whenever you need it.
- Read a Book Summary
- Clean the Dishes and other Cleaning Chores
- Keep a Journal
- Keep a Dream Journal and practice lucid dreaming

Habit Triggers

Habits are more consistent if you develop triggers to help you remember and initiate a habit. Triggers can work in a number of ways. Two options are 1) Using a microhabit to trigger a larger habit, and 2) Using a memory jogger to trigger a habit/microhabit.

Micro Goals as Triggers:

The trick with using Micro Goals is to find a small starting goal to trick yourself into doing a harder goal. Here's an example. Rather than having a goal of doing 100 push-ups a day, set your goal for doing 1 push-up a day. Using a Micro Goal that seems laughably easy can break down the barrier that makes habits hard to begin. Below are some examples of how I use Micro Goals to trigger larger habits/goals.

- Example #1: Work-out Trigger
 - o Goal: 3 sets of 60 Push-ups, 3 Days Per Week
 - o Micro Goal Trigger: 1 Push-up 3 Days per Week
 - o Explanation: A good micro goal for this would be requiring yourself to do 1 push-up during each work-out. I suggest making a work-out time block that you set aside in your weekly schedule. That way when you hit that time block, you can begin your microhabit and it will naturally lead into your full work-out. Though the primary goal is to get the full 3 sets of 60 push-ups. 1 push-up is easy to start. It's only one push-up right?
 - o I won't list all the types of work-outs you can trigger with this. Another example would be committing to 1 minute of running 3 days per week with a goal of actually running 30 mins 3 days per week. Starting out you might do 1 minute, but that's ok. Gradually, you'll learn to build-up your habit to your real goal of 30 mins per day.
- Example #2: Open Ended Project Trigger
 - o Goal: Launch a Blog and Build Your Personal Platform
 - o Micro Goal Trigger: Work for 15 minutes, 4 days per week on your blog/writing.
 - o Explanation: With large open-ended goals like building an online platform it's good to just set a simple microhabit to get started. For me this was writing 15 minutes, 4 days per week. This is the micro goal I use for my blog. Even if life happens and I get busy, I



can still get in 15 minutes of writing. As I'm consistent with the 15 minutes it builds momentum for me to eventually achieve my larger goal. Oftentimes, I also find myself writing for a full hour rather than only the minimum 15 minutes. As I grow consistent in the future I can increase the commitment to 1 hr per day 5 days per week, but I'll likely keep the same microhabit so when I get busy the project won't stall out. At the very least I'll hit those 15 minutes of writing.

Memory Joggers as Triggers

- Visual Reminder
 - o Floss/Mouthwash Example – A good example of a visual reminder is putting out your floss where you can see it (usually near your toothbrush) to remind yourself to floss. Try making this permanent by adding a dish near your toothbrush where you can keep your floss out for you to see. This small reminder can help you quickly develop the microhabit of flossing.
 - o Pills on the Counter: If you forget to take your supplements each morning, put a container of them on the counter where you prepare your breakfast.
 - o Sticky Note Reminders: Creating sticky note reminders is a good way to avoid forgetting. When you're establishing a habit, write out a reminder or a short 1 sentence script, and stick it somewhere as a memory jogger. For example, if you wanted to develop a habit of gratitude then try placing a reminder sticky note on your computer. Then every time you turn your computer on to begin a work day stop and take 5 minutes to think of 10 things you're thankful for.
- Set a Timer: A timer is just as good as a sticky note for triggering habits/microhabits. I practice microhabits with a 60 min – 120 min timer set throughout the day. That way each time the timer runs down, I set down what I'm doing and perform a 5 min microhabit.
- Scripted Time Blocks: I also use short scripts for time blocks in order to remind myself and preprogram myself to accomplish a habit/goal. One example is my lunch time block where I read the below phrase at the start of my lunch each day:
 - o My habit is as light as a feather and grows as strong as an oak tree. My goal is to spend 15 mins 4 days per week on my platform.

Part 2: Smarter and Harder

One important revelation is to understand that the same habits used in different environments produce vastly different results.

If you spend your life perfecting habits while working as a drive-through (environment) attendant and don't progress beyond that then you'll never achieve the same level of success as the student studying to be a lawyer while mastering the same habits.

The professional (lawyer/doctor/accountant/engineer) who continues to work for someone else and trades their time for money may never achieve the same level of success as the investor or entrepreneur who can get a high return on their money and time.

Different environments have their own glass ceilings. The key is to find an environment that maximizes your personal strengths while not limiting your ability to achieve.

Throughout life you'll need to change your environment to go beyond previous plateaus and find new levels of success. If you remain where you're at and avoid the risk of launching out into a new adventure then your environment will undermine your success.

Ultimately, playing with habits without tackling more important life changes can become a deception that allows you to avoid difficult life changes that could launch you to new heights.

Begin with Hustle

Starting off, it's about hard work and hustle.

You won't need to do this forever, but the longer you can hold your breath and sprint the further you will go. Even Tim Ferriss who wrote *The Four Hour Work Week* spent a number of years working long 80 hr work weeks to start his new business. Later he was able to automate his income and bring his work week down to 4 hours per week. Still, the hustle came first.

Anyone who tells you that you can succeed without hard work is either lying or ignorant. Plan to hustle. Train for the life you want. Become the person who makes that life possible.

Why hustle? Success is built in the margins of your life. You get ahead with the money that's left over after your bills are paid. Those savings are the abundance that pay for dreams.

It's the same with your time. You have to work 30-40 hrs in a typical work week just to meet your basic needs (rent, utilities, food...etc). Those people who put in an extra 20-40 hrs each week have just **multiplied** their ability to achieve success.

Let's say Successful Steve and Poor Paul make the same hourly wage, but invest their time differently. It takes both 35 hrs each week to pay for all their expenses (rent, family, food...etc) and Paul only works 40 hrs per week. That gives him an abundance of 5 hours each week to invest in his future.

Consider instead the Successful Steve who works an extra 20 hrs per week and invests that time toward his dreams. Steve gets the same 5 hrs surplus beyond his basic living expenses out of his 40 hr work week, and then decides to hustle an extra 20 hours which goes directly into building his successful life. That success fund will grow at 4x the rate of Poor Paul (25 hrs per week vs 5 hrs per week) with only an addition of 50% more work. See how it multiplied?

Let's say it'll take Poor Paul 10 years of saving to buy the life of his dreams. Successful Steve will get to the same place in 2 years. Are you going to waste a decade?

Hustle first, then you can automate your life and find your 4 hour work week... or find the work you love and go on to even bigger things.



10x rule

Be 10x better. Work 10x harder. Do 10x more. There's a simple equation for success. Work A LOT harder than the other person.

The top 10% of people in their field get the biggest gains of wealth. The top 1% in their field are exponentially more wealthy than the top 10%. How do you achieve that? Be 10x better.

It's not about being better than your fictional rival, that's how you trick yourself into underperformance. It's about being 10x better. If you're only 10% or 50% better than your competitor your success may be subject to randomness. Randomness effects everyone. A bad economic season or a market change beyond your control may sink an unwary person. However, if you're 10x better, then no matter what random event happens, you will still succeed.

Be good enough to be certain of your success. Let other people build their life on chance.

Audio Books

First comes hustle then comes brains.

The way I work smarter is to commit to learning. If I can read 10x more books than my competitors and work 10x harder then they don't have a chance of beating me.

Audible.com has allowed me to expand my learning without costing me more time. I listen to audio books when I workout, do chores, and drive. I highly suggest picking up the habit of reading informative audio books.

Turn Any Kindle Book into an Audio Book

Did you know your iphone can turn any kindle book into an audio book? Iphones come with a built-in reader in the accessibility settings. Kindle books have more variety and are cheaper than Audio Books. This tip was gold to me when I figured it out. Enjoy!

Change your Environment - Recognizing and Breaking Glass Ceilings

All environments have glass ceilings or invisible barriers that limit your level of success.

If you want to unleash your maximum potential you'll need to become good at recognizing the glass ceilings that surround you and changing your environment to go beyond them.

This may mean changing jobs or quitting your job. This may mean launching your own business. For some people it may mean going back to work for someone else, or finding a partner to build a business with. Your personal glass ceilings are dependent on your goals, your environment, and your personality traits. Be wary of the invisible barriers that limit your success.

Leverage

“Give me a lever long enough ... and I shall move the world”

Archimedes

- **80/20 Rule**

20% of anything you do results in 80% of the benefit. This is the essence of leverage. Whether you consider to-do lists, business, or people the 80/20 rule is one of the hallmarks of success literature. Identify the 20% of tasks that take up 80% of your time and learn how to outsource it. Identify the 20% of your time that results in 80% of your income and focus your effort there. This is an effective way to continually improve on your success.

To take this concept to the next level, you can consider that the 80/20 principle keeps working in layers. If I employ an administrative assistant and hand-off all my work but the 20% of my work that reaps the 80% reward, then a year later, I'll still have 20% of my work that produces 80% of the benefit. In this way, you can continually apply the 80/20 rule to climb the ladder of success.

- **Leverage Your Work with Assistants**

Virtual assistants provide a way to outsource your lower value work so you can focus on high value work. Administrative assistants can server a similar role as well. Ultimately these helpers provide a practical way to help you leverage your time and quickly multiply your output.

- **Management = Leverage**

As you grow successful, your goal is to continue to leverage your money and time. Learning management is another way to leverage your time and energy to achieve greater success. Virtual assistants and administrative assistants are stage one. Learning to be a manager is stage 2. Study how to manage other people in order to leverage their time and strengths to accomplish your vision.

- **Investment = Leverage**

Investments leverage your money to increase your rate of success. At some point your time and personal habits will max out. You'll start getting less and less out of more effort you put into improving yourself. People who can earn a high return on their money avoid the glass ceiling of time and personal effort.

- **Debt = Leverage**

In business, debt can be a good thing. It's a way to leverage your resources in order to buy a greater return on your investment. Debt should always be used carefully. The same debt that can double the rate of return on an investment will also double your losses. I've always considered using debt as similar to playing with fire. A fire can power a car to speed down a highway or light a house ablaze.



Conclusion

Habits build momentum.

Habits layered with leverage and a willingness to change your environment offer you the opportunity for incredible success.

However, even as I applaud your audacity to believe, there are many cautionary tales of giants among men who conquered the world but lost their soul. Be careful as you build your rocket ship. Make sure the planet you land on is the one you want to colonize.

Godspeed on your journey to the stars.