



CHEAT SHEET:

These tips were in the AC podcast episode from February 26, 2015. Listen [here](#).

Get up at the same time each day. If possible, set your alarms in advance for each day in order to establish your plan. (I use the Gentle Wake app on my Pebble Watch, but you can use any smartphone for the same purpose.)

There are four key elements of my **MORNING RITUAL**:

READ (30 MINUTES)

- Plan 20 minutes to read something that challenges you, or fills your well.
- Plan 10 minutes to read something short-form that is purely for inspiration.

SPACE (15 MINUTES)

- Spend 15 minutes simply allowing your mind to wander, and noting whatever crosses your thoughts.
- A great app I'd recommend for this is called [CALM](#).

WRITE (10 MINUTES)

- Spend 10 minutes free-writing and doing a "brain dump". A few fantastic resources to help you consider how to do this more effectively are [The Artist's Way](#) by Julia Cameron, and [Accidental Genius](#) by Mark Levy.

REFLECT (5 MINUTES)

- Spend 5 minutes considering your upcoming day, your appointments, and your tasks. Engage in E-M-P-T-Y reflection (Ethic, Mission, People, Tasks, You). To learn more about this, see Chapter 11 of [Die Empty](#).
- For more on my daily activities, check out the episode on [The Dailies](#). There, you can also download my index card template.
- To learn more about my notebook, see the [Midori Traveler's Notebook](#).

REMEMBER: Your systems exist to serve you, not the other way around. Cut yourself some slack if you miss a few days. Adapt your rhythms to fit your needs.