

10%
better
every day



CHECKLIST

What is Kaizen?

- Kaizen means “Improvement”
- Kaizen comes from manufacturing
- Popularized by the car manufacturer Toyota
- Involves assessing a workflow or process and making small changes
 - These small changes then add up to make huge differences over the long term
 - Example: helping your computer to boot five minutes quicker could save you 25 minutes per week at least!
- The five S:
 - Sort (Seiri)
 - Set in order (Seiton)
 - Shine (Sieso)
 - Standardize (Seiketsu)
 - Sustain (Shitsuke)
- Kaikaku – means drastic change, the opposite of kaizen
 - Know when this is more appropriate. In other words, don't beat a dead horse!

Kaizen for Fitness

- Most fitness goals are far too ambitious
 - Training four hours a week often means spending 2-4 hours a week driving to and from a gym
 - And 20 minutes getting showered and changed/prepping for the next day
 - Most of us don't have 6-8 hours to give up each week, especially when we are tired!
- Microworkouts are small workouts lasting ten minutes or less
 - HIIT and even calisthenics circuits can actually be effective in this time

- Incidental training is working out while you go about other things
- Look at your routine and identify areas where you are spending too much time or energy
 - Could you get a dishwasher to wash the plates?
 - This creates more time and energy for training
- Look for convenient ways to slot more activity into your regular days
 - Even just walking an extra stop to get the bus

Kaizen for Finance

- Create a detailed budget first
 - Just guessing how much you spend never works
- Assess the things you spend the most money on and the areas where you could cut back
- Make lots of small cuts that will add up to a large impact
- Use automatic payments and transfers to move small amounts of money regularly
 - Save \$5 a day and that will add up to 1,825 in a year!
- There are apps that can track your spending and create automatic budgets
- And apps that can automatically transfer your money
- Finance follows kaizen rules, as we see with compound interest – small starts can gain momentum and become very large

Kaizen for Productivity

- Assess your workflow
- Write down all the areas or sticking points where you slow down
- What can be:
 - Outsourced
 - Automated

- Optimized
- Find small ways to tweak your workflow, or move things around that can save a lot of time
- Consider using checklists
 - People are resistant to checklists, but they help us follow the most efficient protocol and remove the chance for errors
- Where checklists aren't appropriate, flow charts can work just as well

Kaizen for Relationships

- Take an honest appraisal of your relationship and look for small areas where you could improve
 - More time together?
 - More interesting activities together?
 - Identify easy small steps you can take to make these happen
- Consider that a small action can create a habit or a pattern that becomes hard to break
 - You can break these habits in similar ways. Gradually reduce the amount of time you spend doing that thing.
 - Or find one reason to skip it once.
 - Now gradually change the behavior.

Tips for Self-Improvement

- Don't only focus on improving, spend time enjoying yourself and relaxing too
- Life is about finding balance
- Micro habits are small things you can start doing regularly that will help you to form new habits

- Such as flossing one tooth
- Follow the 1-minute law – if something takes less than a minute to do, do it *right away*
- New habits reportedly take close 66 days to form – aim to introduce habits for at least this long
 - This is contrary to the oft-quoted belief that it takes 30 days!

More Tiny Things You Should Do to Be Happier, Healthier, and More Productive

- Floss
- Make your bed each morning
- Write down three things you're grateful for
- Strike up conversation with at least one stranger
- Do 5 minutes of stretching
- Try breath training
- Take omega 3 fatty acid
- Iron your shirt (if you wear one)
- Outsource something you don't enjoy doing to gain more time