

"The way of the Essentialist means living by design, not by default."

Essentialism

by Greg McKeown

THE ESSENTIALISM MODEL



Explore

- Discern what is truly essential.
- Invest time in discovering core priorities.
- Say no to the non-essential.

- Cut out tasks that do not add value.
- Use the 90-percent rule to decide.
- Focus on meaningful activities.

Eliminate



Execute

- Implement essential tasks with precision.
- Create routines for consistent progress.
- Achieve more by doing less.



8

Key Insights:

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1 Adopt the principle of Essentialism.

Focus on identifying and committing to what truly matters. This principle helps streamline tasks and responsibilities to enhance productivity.

2 Avoid being overwhelmed by making conscious choices.

Regain control over your life by choosing your tasks deliberately. Avoid the trap of learned helplessness by exercising your power to choose.

3 Embrace 'less but better' and accept trade-offs.

Focus on doing a few things exceptionally well. Accepting trade-offs is essential for achieving high standards in areas that truly matter.

4 Create space to see the bigger picture.

Allow yourself time to think and reflect. This space helps distinguish the vital tasks from the trivial ones, maintaining focus on long-term goals.

5 Be ruthless in cutting away non-essentials.

Use strict criteria to eliminate tasks that do not add value. This approach ensures focus on what truly matters.

6 Withdraw from failures and set boundaries.

Avoid the sunk-cost fallacy by letting go of failing endeavors. Set clear boundaries to protect your time and focus.

7 Eliminate what slows you down.

Identify and remove obstacles that impede progress. Prepare thoroughly to execute essential tasks efficiently.

8 Center your life around routines and incremental steps.

Develop routines that support your goals. Progress through small, consistent steps to build momentum and achieve success.