



mattmcwilliams.com

16 Simple Things to Make This a Great Day

Success in life is the sum of a lot of small things.

I've discovered that only recently. I always thought that success required big thoughts and big actions. I let the little things go by the wayside.

Don't get me wrong...big things matter and little things rarely change the world. But I've found 16 things I can do almost every day that make a big difference in the end. And they all take less than 5 minutes each.

No, you probably can't add all 16 of these tomorrow. That would be unrealistic. Combined they take less than one hour to do, but I know that finding an extra hour per day can be hard at first, so pay attention to the action item below and start them one at a time.

16 simple things to make this a great day

1. List 3 things for which you are grateful.

Do this every day for thirty days and it will completely rewire you. I've been doing it and I never realized how much I am truly thankful for. **1 minute.**

2. Drink a glass of water first thing after waking.

One of the first things I do in the morning is guzzle 12 ounces of water. It's the best way to get your day going. You'll instantly be hydrated and alert for the day. **1 minute.**

3. List your top 3 things for the day.

You can list more elsewhere, but focus on those 3. Nothing more. You can do this first thing in the morning or at night. **1 minute.**

4. Five-minute workout.

I used to be an all or nothing person. I was either going to get to the gym for 90 minutes or I was going to do nothing at all. Guess which one I did when I was pressed for time? Rather than get in a quick workout, I'd do nothing. Lame.

Now, when pressed for time, I get in a five minute workout. Even on days I do a much longer workout, I start my day with this one, right before I write in the morning. **5 minutes.**

If you're interested in my five minute workout, [simply click here to download the book.](#)

5. Affirm yourself.

No, I'm talking Stuart Smalley. But taking 2 minutes to affirm yourself in the morning goes a long way. [Here's a good primer about the first words you say each day.](#) **2 minutes.**

6. Bless your children.

If you don't have children, well you can skip this one.

Take 1 minute to intentionally speak positive words into your children before you leave for the day. I started doing this with Aracelli and now she asks for a blessing. Not religious? Then take that minute to tell your children something positive about themselves. Encourage them and declare good things over their lives. **1 minute.**

[Read more about positive declarations](#) (and get a free declarations cheat sheet to get started).

7. Clean up your office.

Or your bedroom or anything in the house. You don't need to deep clean. A simple running of the vacuum over the rug in my office makes a big difference. Spend just 3 minutes tidying up the most used areas of your office or home goes a long way. **3 minutes.**

8. Call someone to wish him or her a Happy Birthday.

[Happy Birthday calls](#) are next level networking at its finest. You'll enjoy the call and solidify your network in the process. **5 minutes.**

9. Eat lunch with someone.

This is the hardest one for me as I work in my office alone. But, if you do it consistently, it takes no longer to eat with someone than without. You don't have to go out either. I frequently sat with other people at a previous job over frozen dinners or leftovers. **No extra time.**

10. Write a thank you note.

It will make you 31% more productive. Seriously, [check out the research.](#)

Need inspiration for topics? Join the [Thank You Revolution.](#) **4 minutes.**

11. Take two.

Set a reminder to just stop every two hours during your work day. For two minutes, don't do anything. Just sit or stand quietly. Learning to do this is a mental discipline that, once mastered, will significantly reduce stress. **8 minutes.**

12. Develop a mid-afternoon ritual.

It might be a 10 minute walk around the office building or afternoon tea. Find something special to you for 5-10 minutes halfway between lunch and the end of your workday to escape the hustle and bustle for a moment. For me, it varies on the time of year, but always involves something physical. In addition to the activity, you'll also get the benefit of [anticipating it](#), which is often the best part. **10 minutes.**

13. Listen to a particularly inspiring piece of music.

If you do this while driving or getting ready, it takes but a few seconds to get the song playing. Do you have an anthem? I'd love for you to share yours in the comments below. **No extra time.**

14. Exercise your creativity.

Do something creative for a few minutes or more. Build a lego tower. Write a short story. Play the piano or guitar. You pick, just make it creative. **Time varies.**

15. Look forward to something. Take 2 minutes to look forward to something. A vacation or seeing an old friend. A birthday party or the new job you start. It's often better than the actual thing you are looking forward to. Helpful post: [Find Something to Look Forward To](#). **2 minutes.**

16. Think back on the day that was. Take some time to reflect on the past 24 hours. What went well? What didn't? What did you learn? I usually combine this with my gratitude time in the mornings. (And don't forget to [think back on the week that was each weekend](#)) **5 minutes.**

If you literally did almost every single one of them each day, it would take less than one hour.

Action item: As always with your action item, don't try to do all 16 of these things. Pick one to start today. Do that each day for a week or two and then add another. In less than a year, you will have added each of these to your routine. That will be life-changing!

I'd love to hear from you...

Which of these daily habits are you practicing? What would you add to this list?