

Simplification Tool

Simplification

Resources



Simplification Process:






- 1 – Awareness
- 2 – Identification
- 3 – Prioritization
- 4 – Execution
- 5 – Habit Formation

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WHY THIS TOOL?

From best-selling books on mindfulness to proven time-saving apps, we've gathered the winners into a single source.






SETTING	TYPE	RESOURCES
Work	 Apps	<ul style="list-style-type: none"> • Dropbox – store, share, sync, + collaborate across multiple devices. • Klok – time-keeper app tracks your day and billable hours. • MailWise – emails from multiple accounts arranged into a messaging-style user interface. • MobileDay – fast, easily accessible anywhere conference call service. • Slack – replaces email with 21st-century messaging for teams. • Spark – auto-organizes incoming emails on your smartphone for at-a-glance management. • Sunrise – Outlook’s social-savvy cousin, this calendar app integrates with Facebook, Evernote, GoogleMaps, Meetup, and more. • Wunderlist – super-charge your to-do list across multiple devices.
	 Podcasts	<ul style="list-style-type: none"> • Quick and Dirty Tips to Work Less and Do More – weekly tips for working smarter from Get-It-Done Guy • HBR IdeaCast – weekly interviews with business and thought leaders from Harvard Business Review (HBR)
	 Videos	<ul style="list-style-type: none"> • TEDXSiliconAlley – Ad man Ken Segall, who named the iMac and created Apple’s Think Different campaign, breaks down “The Simplicity Principle.” • TEDXO’Porto – Activist Sandra Fisher articulates how overly complex language separates people from information in “The Right to Understand.” • TED@BCG – Corporate-transformation expert Yves Morieux lays out smart rules for fighting complexity in “As Work Gets More complex, 6 Rules to simplify.” • TEDXNormal – Entrepreneur and author Lisa Bodell demonstrates why more thinking and less emailing can lead to valuable work in “How Simplification is the Key to Change.”
	 News	<ul style="list-style-type: none"> • “Businesses are Hanging up on Voice Mail to Dial in Productivity” (National Public Radio) • “Complexity Kills (So Kill Complexity)” (Forbes) • “Google Innovation” (HRZone) • “Italy: Company Trials Email-Free Working to Cut Stress” (BBC) • “New Research Published: How to Innovate through Standardization” (Gartner Blog) • “Putting Organizational Complexity in its Place” (McKinsey) • “Rethink Work” (The New York Times) • “Richard Branson: 3 Rules of Simplicity that Every Business Should Follow” (Virgin) • “Seeing a Value in Simplicity” (The New York Times) • “Simplicity-Minded Management” (Schaffer Consulting) • “Surprising, Disturbing Facts from the Mother of all Employee Engagement Surveys” (Forbes) • “These 13 Lucky Jerks Ditched Email for a Week, for Science” (New York Magazine) • “These Companies Have the Best (And Worst) Privacy Policies” (Time) • “The Simplicity Revolution in Banking” (The Financial Brand) • “Simplification of Work: The Coming Revolution” (Deloitte University Press)
	 Books	<ul style="list-style-type: none"> • 4 Seconds: All the Time You Need to Stop Counter-Productive Habits and Get the Results You Want by Peter Bregman • Don’t Make Me Think, Revisited by Steve Krug (excerpt) • Getting Things Done: The Art of Stress-Free Productivity by David Allen

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Work (cont.)	 Books	<ul style="list-style-type: none"> • Mind Hacking: How to Change Your Mind for Good in 21 Days by John Hargrave • Simple: Conquering the Crisis of Complexity by Alan Siegel and Irene Etzkor • Simple Rules: How to Thrive in a Complex World by Donald Sull, Kathleen M. Eisenhardt and Jeff Cummings • Simply Effective by Ron Ashkenas
Personal	 Apps	<ul style="list-style-type: none"> • 24me – intelligently pulls your daily tasks from external sources, sets reminders for completion, and enables you to outsource chores to TaskRabbit. • Coach.me – habit-building tool with purchase option for motivational-coach services. • Cozi – family-centered app manages household meal-planning, scheduling, and immunizations through a shared calendar and message board. • Evernote – cloud-based productivity tool that can be used to record meetings, mark up PDFs, and, of course, note-taking. • Keeper – securely stores log-in info and passwords for all accounts. • Level Money – links up with financial accounts to provide a real-time “spendable” balance for the day, week, and month. • Short Reckonings – manage shared expenses with friends and family members, and keep track of debts. • Triplt – auto-generates travel itineraries from emailed travel confirmations, and includes maps of destinations and airport terminals. • Workflow – shortens the usual number of smartphone steps for scheduling an appointment, creating a GIF, deleting multiple screenshots, and more.
	 Websites + Blogs	<ul style="list-style-type: none"> • BugMeNot – bypass account creation by instantly borrowing user log-ins to thousands of websites. • Instructables – instructions on everything from home repairs to making a bass fiddle or a solar-charged backpack. • Lifehack – hundreds of thousands of user-generated tricks for getting anything done more efficiently and effectively. • Memrise – uses brain science, gaming, and bite-size learning to make learning more accessible. • Stickk – goal-setting platform uses incentives and accountability to increase users’ chances of success.
	 Videos	<ul style="list-style-type: none"> • TEDXStGeorge – Author and blogger Jennifer L. Scott reveals how owning fewer clothes can improve style and quality of life in “The 10-Item Wardrobe.” • TEDXBoulder – Entrepreneur Kim Coupounas makes the case for responsible consumption and spending in “The Joy of Less.” • RSAREplay – Author and futurist James Wallman explains how paring down possessions can lead to a richer life in “Why We’ve Had Enough of Stuff.”
	 News	<ul style="list-style-type: none"> • “12 Ways You Can Find Success by Keeping Things Simple” (Inc.) • “A Year of Living Without” (Zen Habits) • “Simplicity is the Key to Creativity” (The Guardian) • “Simplification is a Beautiful Thing: How to Simplify Your Business and Life” (Huffington Post)



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Personal (cont.)	 Books	<ul style="list-style-type: none"> • The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing by Marie Kondo • The Small Big: Small Changes That Spark Big Influence by Robert B. Cialdini, Noah Goldstein, and Steve J. Martin
Mindfulness	 Apps	<ul style="list-style-type: none"> • Calm – tranquil sounds of nature and an optional timer for daily quieting of the mind. • Coffitivity – background sounds of a coffee shop for those who prefer urban white noise to nature. • Daily Yoga – body and mind-stretching instructional training for all. • Focus@Will – boost focus and productivity using phrase-sequenced, neuroscience-based music. • Headspace – hundreds of exercises for meditation and mood therapy, plus a progress tracker.
	 Websites + Blogs	<ul style="list-style-type: none"> • 3-Minute Journal – track accomplishments and emotional state, and mark moments of gratitude. • 750 Words – join a community committed to writing 3 uncensored pages each morning to clear the mind and make space for idea-flow all day. • Do Nothing For 2 Minutes – take a Zen break amid the sounds of the sea. Rinse and repeat as needed. • RainyMood – endless loop of steady rain and thunder offer a soundtrack for deep focus. • SimplyNoise – white or color noise player use sound frequencies to block distractions and reduce stress.
	 Videos	<ul style="list-style-type: none"> • TEDSalonLondon: Mindfulness and meditation expert Andy Puddicombe explains the benefits of making mindfulness a daily habit in “All It Takes is 10 Mindful Minutes.” • TEDXWhitefish: Best-selling authors Joshua Fields Millburn and Ryan Nicodemus (a.k.a. The Minimalists) share the value of community and a simpler life in “A Rich Life with Less Stuff.” <ul style="list-style-type: none"> ▪ Essays ▪ Podcast Series
	 News	<ul style="list-style-type: none"> • “Simplify Now: The 10 Obstacles To Radical Simplification” (Mindfulness Movement) • “Why Simplicity Is So Complex” (Fast Company)
	 Books	<ul style="list-style-type: none"> • Essentialism: The Disciplined Pursuit of Less by Greg McKeown • Mindful Leadership: The 9 Ways to Self-Awareness, Transforming Yourself, and Inspiring Others by Maria Gonzalez • Mindfulness: An Eight-Week Plan for Finding Peace In a Frantic World by Mark Williams and Danny Penman