

Micromovements

**25 Small Moves That Will
Make a Big Difference**

LEE SILBER

Micromovements

DEDICATED TO

My sons, Evan and Ethan

DEEP IMPACT PUBLISHING

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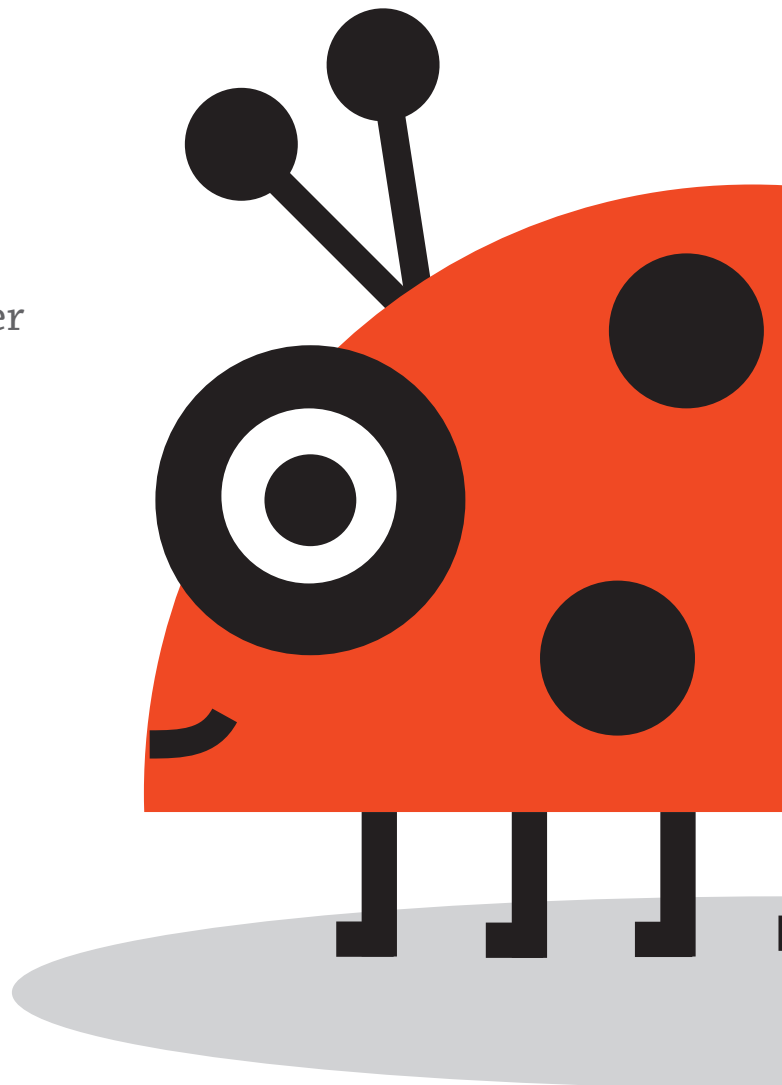
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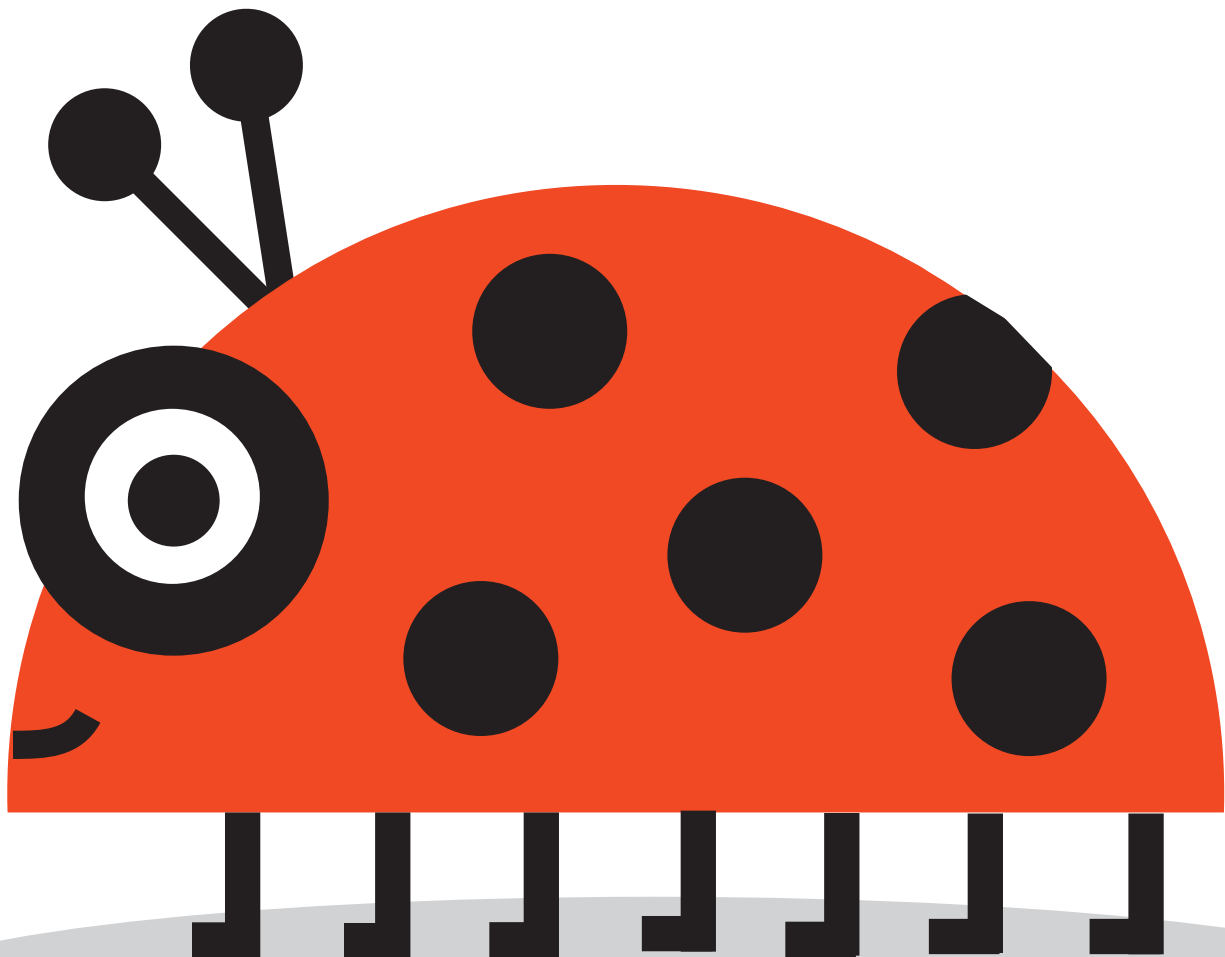
Lee Silber



Think Small

A long introduction for a book about micromovements just seems *wrong*. So I'll get right to the point. This book contains over 25 simple and small moves that can lead to big success, happiness, and control over your life.

—Lee Silber



Learning to Let Go

Ricky Nelson famously sang, “You can’t please everyone, so you got to please yourself.” In his case he was singing about singing what he truly wanted to—critics and fans be damned. Look at this list below and see if there’s anything on it *you* can let go of.

- ___ Worrying what others will think of you.
- ___ Letting regrets from the past ruin your present.
- ___ Trying to be perfect in everything you do all the time.
- ___ Comparing yourself to others—and coming up short.
- ___ Worrying about all the bad things that *might* happen.
- ___ Holding grudges for things that happened years ago.
- ___ Attempting to control things out of your control.
- ___ Blaming others for things that went wrong.

** Accept something about yourself right now that bothers you, but you will never be able to change.*



Your Plus One

Often when we see others who are rich, famous, and successful we think, “Ahhh, they’re just lucky.” Sure, if luck is where practice, preparation, and persistence meets possibilities. I believe it’s the “Plus One” that in many cases separates the have’s and have nots.

If we did just one more thing a day, didn’t give up and gave something one more try, or did the one thing others were unwilling to, we could do more—be more. We all have another gear if we push ourselves to get there—that’s what winners do.

ACTION: We see the success, what we don’t see is the extra effort it takes to continually improve until a person is the best at something. Rocky said it best, “It ain’t about hard you can hit. It’s about how hard you can get hit, and keep moving forward.” What is your, “Plus One?” Think about an area you want to improve and ask yourself, what is one small thing I can do right now to add on to what I am already doing to push me past where I am now? Do it. Do it now.



Organizing is Easy if . . .

Organizing is easy if we know the reasons behind the simple rules organized people follow to decide and guide where and how they store their stuff.

1. **Don't put big things on top of small ones** (like your gym bag on top of your keys). Better yet, don't put something down, put it away.

2. **Less stuff is less stuff lost**, less stress, less time and money wasted. Start by putting a sticky dot on the items you love and use to see what's most valuable.

2. **Don't fight it.** Pay attention to where your stuff ends up and put a bin, basket, or hook there. Work with your natural tendencies and changes will last longer.

** If you'd like a free book on organizing the easy way, just ask.*

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Home Improvement

Now that we work from home, maybe it's time to make some changes to the place and space we live *and* work. Here's some small and simple home improvement ideas.

- ___ Paint your front door a cool new color.
- ___ Re-organize the entryway and corral the clutter.
- ___ Change out the pictures on the wall and the frames.
- ___ Rearrange the furniture, replace the throw pillows.
- ___ Create your own art and display it around your home.
- ___ Replace all the ratty mats throughout the house.
- ___ Put new hardware on the kitchen cabinets.
- ___ Rearrange the bookshelves for Zoom.
- ___ Organize all of your kitchen supplies.
- ___ Give your home a *deep* cleaning.
- ___ Add a candle or air freshener.

ACTION: There's quite a difference in the brightness of LED lightbulbs. It's a quick and easy way to change the vibe of a room. Consider making a "Zoom Room" where the lighting and backdrop are perfect.



The Starfish Story

Many have heard this story, so I'll shorten it. An old man and a boy were walking on a beach strewn with stranded starfish—washed ashore with the tide. They would surely die if not returned to the ocean. As the boy picked up a starfish to throw back to sea the man questioned if saving one will make a difference. The boy wisely replied, “It will to this starfish,” and hurled it into the ocean.

We don't have to save the world to make a difference. Do what you can when you can. Do what you can where you are. Do what you can for the people you can—even if they're strangers. It all matters.

ACTION: When it comes to making a difference I believe we should think global, but start local. That means charity truly does begin at home—then your block, and finally your local community. Small acts in these areas can make a big difference. What can you do right now to make your home, street, or local community just a tiny but better?



Be a Foo Fighter

When you think of Dave Grohl, (Nirvana, Foo Fighters) the first thoughts that come to mind are all good. He's talented, successful, grounded, generous, and well-liked. He even said, "Be the type of person you want to meet." Here's how to improve your image.

- ___ Manners matter.
- ___ Always do the right thing.
- ___ Don't criticize others, find things to compliment.
- ___ Don't call, text, e-mail, or speak when you're angry.
- ___ To be seen as interesting, be interested in others.
- ___ Remember birthdays (and *half* birthdays.)
- ___ Make every effort to be fun to be around.

ACTION: We do nice things without expecting anything in return—yet there is a return for random acts of kindness, volunteering our time, and helping out when we can. It makes us feel good when we do good. Choose something you could do right now for another person—send a thank you note, call and compliment them.



You've Got a Friend

Jim Rohn is famous for pointing out that we're the average of the five people we surround ourselves with. If our friends are unhealthy, unhappy, and unsuccessful, there is a good chance we will be as well. Fortunately, the reverse is also true.

They also say how far we'll go in life is based in part on who we know. There's more to it than that. If others don't like, trust, or respect us, it doesn't matter who we know. Developing honest friendships and strong business relationships with others starts with a kind gesture or an offer to help without expecting anything in return.

ACTION: Make a list of all the people in your life (or look at the most frequently used contacts in your phone) and for each person ask yourself if they make you better or worse, then put a plus or minus sign next to their name. Spend your time with "plus" people. Get to know what they like and dislike, what they need, and other relevant information (and not in a creepy way). Be the person who sends a link to an article they'll enjoy, mails a thank you card, and texts them when their home team wins (or loses) a big game.



Don't Look Down

I don't have a fear of flying. I have a fear of crashing. So I did my homework and it turns out Southwest Airlines is the safest airline to fly. Facts help ease our fears. Here's a few more ways to be brave.

- ___ Laugh it off, and dust yourself off—failure is not final.
- ___ Confidence comes if we plan, prepare, and practice.
- ___ Expect the best, and success (not failure) follows.
- ___ Feeling fear is normal, so is pushing past it.
- ___ Go for it for reasons bigger than you.

ACTION: The expression, "Put one foot in front of the other" applies to overcoming our fear. When we're focused on the now and not worried about the future (and what people might, think or say when we're finished with something) we eliminate most of our fear.



I'm Gonna Fitness This Whole Pizza in my Mouth

When you think about it, a slice of pizza is the same triangular shape as the food group chart—and if we put some veggies on top, pizza also *contains* all the food groups. However, healthy people typically avoid pizza.

One small thing that makes a big difference in our health is to find hobbies and people to hang out with that help form healthy habits. Bonding with others who want to wake up early and go for a bike ride, meet up after work for a game of tennis or take a long walk together, or go to yoga on the weekend makes it easier to stay on track.

ACTION: We all know that to lose weight and get in shape takes a commitment to eat less and exercise more—and consume a lot of water. It's also true that all of our steps add up. If we park far away from our destination, take the stairs, or go for a stroll while we're on a call, it makes a difference.



Look Good, Feel Good

Do clothes make the person? Yeah, they kinda do. Think about it, we can make a statement about who we are (or want to be) with what we wear. Should others judge us by how we look? No. Yet they do.

You could confidently roll up in a Ferarri and people would be impressed. You could also walk into a room wearing clothes that fit and flatter and impress people for far less money than an Italian sports car.

Classy and coordinated clothes, along with timeless accessories (nice glasses, a cool watch) don't have to cost a fortune, but by dressing your best you look good *and* feel good—and it shows.

ACTION: The secret is knowing what makes you look your best and simplifying your color palette so you can buy quality over quantity and easily mix and match.



Lifelong learner

There's pills and potions that promise to make us look and feel young. I have a better way. Be a lifelong learner. It's quick, easy, and cheap—and it's good for us. It keeps us young at heart (and mind).

They say knowledge is power. I say knowledge is confidence. Knowing how to do something or knowing where to learn how to do it builds our confidence.

Learning is growing—which shouldn't stop until the day we die. Whether we want to learn a little about a lot of things or a lot about a specific subject, our education shouldn't stop when we graduate.

ACTION: Figure out how you learn best—reading, watching, listening, doing—and read one article, watch one instructional video, listen to one audio book chapter, or try to do one thing better or faster each day.



Got a Minute?

Take a break. No, really, take a minute for yourself when you can—and even when you can't. Here's a list of small ways to, “Tune out, turn off, and drop out,” for a minute or two.

- ___ Make a “feel good” play list of songs.
- ___ Go for a walk, ride a bike, or take a short drive.
- ___ Warm up some cozy clothes in the dryer before wearing.
- ___ Create a relaxed atmosphere with sound, smells, light.
- ___ Get outside and soak up the sun and be one with nature.
- ___ Do something artistic or creative just for the fun of it.
- ___ Take a long shower, followed by a home spa treatment.
- ___ Google peaceful places, make one your screensaver.
- ___ Sleep in a little later, or take nap in the afternoon.
- ___ Spend a few minutes alone with the phone off.

ACTION: Just to point out the obvious, when you truly love what you do you need less breaks. If you don't love your work, figure out what you do love doing and make some time to do it during the day, even if you're not paid.



Goal For It

I'm such a big believer in goals that my license plate once read, "GOAL MAN". (I had to change it because I kept getting pulled over by people thinking I was a soccer star.)

Since 1985 (yes, you read that right) I've created a plan for the year—and then broke that plan down into small tasks tied to points. The more tasks I complete, the more points I get. I then cash in my points for prizes—from me to me.

I will gladly send you a sample of my goal setting system (just e-mail me) but the main message is that big goals are reached by first completing a series of small steps.

ACTION: Admit it, you've dreamed about what it would be like to win the Lottery. So, what would you do? Travel? Give money to charity? Buy a boat? Since the odds of winning the Lottery are slim, what we can do is scale back the big dream and do the doable—take a less expensive staycation, donate some clothes to charity, or rent a boat for a day. Yes, dream big, but you can live a smaller version of the dream right now. Today.



Beat Yesterday

A *long* time ago my grandfather manufactured a ledger book called, *Beat Yesterday*. The book was sold as way to track sales, and try to better them. This taught me a very valuable lesson about compound improvement. If we stack small improvements on top of one another it leads to big success over time. The key is, *small* improvements.

Start small. Instead of saying, “I’ll do yoga every day,” start with, “I’ll put my mat out.” Then, “I’ll do one pose a day for 60 seconds.” It’s like we (almost) can’t fail—and fear of failing is what’s behind procrastination. With each small victory we build up our confidence.

ACTION: The easier we make something to do, the more likely we’ll do it. Make it easier to make the bed with less pillows or make it while you’re still in it and roll yourself out. Leave things out you plan to use—like light weights, an instrument you need to practice or want to learn to play, or a book you plan to read. Whatever you want to do (but don’t) make it so simple you’ll run out of excuses.



Love Is In The Air

We all know how something seemingly small can quickly become a big problem in a relationship. The opposite is true, too. Here's an A-Z list of little acts of love.

A = Ask your partner to dance . . . at home.

B = Breakfast in bed is always a hit.

C = Cook (or bring home) their favorite meal.

D = Do all the chores and cleaning they despise.

E = Enjoy a night at the drive-ins in your garage.

F = Find a quiet and secluded spot for a picnic.

G = Give up something so you can be together.

H = Hide a nice note in their pocket or purse.

I = Intensely listen with interrupting.

J = Just go. Take an unplanned day trip.

K = Keep a list of their favorite things.

L = Love letters and notes are powerful.

M = Massage their neck and feet.

N = Note their favorite songs for a playlist.

O = Order a little gift to be mailed directly.

P = Put up a picture of you as a couple.

Q = Quit doing something that bothers them.

R = Repair or replace something for them.

S = Sunrises and sunsets happen every day.

T = Tickets to an event *they* would love.

U = Unabashedly share your feelings.

V = Volunteer to give back together.

W = Walk on the beach or in the moonlight.

X = "X" marks the spot—create a treasure hunt.

Y = Yes! Say yes to everything for a day.

Z = Zoom instead or text or e-mail.

ACTION: One of the easiest and most powerful things you can do is compliment your partner honestly and often.



Problem Solvers Wanted

MacGyver said, “More times than I can remember, a paperclip has gotten me out of a tight spot.” Resourcefulness is the ability to solve a problem on the spot using your cleverness and creativity along with what you have on hand.

The more we do it, the better (and more confident) we become. So start small and make it a habit to seek solutions to the little problems that get in your way every day. Practice finding unique ways to make things work that others have missed and instead of making excuses or complaining, work the problem until it’s solved.

ACTION: All big thinkers and creative geniuses keep an idea journal or notebook that they scribble, doodle, and write in. If you don’t have one, buy one.



Take This Job and . . .

Asked to explain the Theory of Relativity, Einstein said, “If you put your hand on a hot stove, one minute feels like an hour. If you’re doing something you enjoy, one hour feels like a minute.” What are you doing when time flies by?

When we do what we love and love what we do for work, we’re not clock watchers waiting for the work day to end so we can go do something better. No, we’re right where we want to be—for a good portion of our waking hours.

Most people who have found joy on the job are doing something they are good at. It makes sense. There’s a saying, “To finish what you start, start what you want to finish.” We’ll gladly work hard when it doesn’t feel like work.

ACTION: Pay attention to what you’re doing when you’re not aware of time.

Use a filtering system to decide what to work on (when you have a choice).

Write down your options and next to each one put a star if you’re good at it, a heart if you love it, a dollar sign if pays well, and so on.



If It's Not On A List, It Doesn't Exist

When we check a completed item off our things-to-do list it releases endorphins that make us feel good. It makes sense to mix in some simple and easy tasks so we can start our day with a few wins, and end with a flurry of victories.

Another great thing about lists is once something you need to do or remember is safely written down, it frees up your mind and reduces stress. Having a master list of projects, a list of things to remember to pack when you travel, or a list of goals all make you a better and smarter person with a seemingly outstanding memory.

ACTION: I can't imagine not having a list for everything. That said, a list can be anything that organizes your thoughts and things to do. It could be a stack of index cards, a series of sticky notes, piles of papers, or a list-making app on your phone. Whatever works best to keep track of and organizing the things to do in your life is a good system.



You, Inc.

Ask most people and they will tell you they want to be their own boss. Guess what, they already are—even if they work for someone else. Making the small change in our thinking (from employee to employer) changes everything. Whatever our job title is, we should treat it like our business.

PROFIT: Find ways to use our top talents.

PRODUCT: Save examples and samples of our work.

PROMOTION: Take on projects that can get us noticed.

INNOVATION: Do things better, faster, and cheaper.

BRAND: Be known as the best at something.

SERVICE: Make people say, “Wow!”

ACTION: If you want to be your own boss and are thinking about starting a side business (or taking on a side hustle) it makes the most sense to choose something in the field you're in or want to be in. This way you're building skills, gaining experience, and making contacts while also earning a little extra money. It's like driving down the freeway and simply changing lanes—you're shifting over, but still driving in the direction of your dreams.



Show Me The Money

When it comes to money we want to make more, spend less, and save or invest the rest. Today, let's talk about the spending less and saving more part because in the end it's not (just) what we make, it's what we keep.

The good news is Covid helped my family cut costs. We ate out less, cancelled memberships we couldn't use, didn't purchase anything we didn't need, and sold off our almost-never-used items for cash. It has become our new normal.

I'm all-Apple, all the time, which simplifies things. Since I love and trust Apple products, I don't have to shop around. I feel the same way about my credit union. Having a "bank" you can trust and consolidating your finances makes it easier to monitor and manage them.

ACTION: Saving money can be as small as putting spare change in a jar. Putting something aside for the future can be as simple as making it automatic so you hardly notice the funds gone from your paycheck.



Write. Speak. Sell.

Stephen King was asked how he could write so many books. He replied, “I have the heart of a small child . . . and I keep it in a glass jar on my desk.” Yikes.

WRITING: Nobody reads, they skim. The key to writing is to get to the point and premise early, break information up with bullets, and have a clear call to action.

SPEAKING: The trick to be able to talk to anyone is to remember it’s not about us. First, find something you have in common. Then ask questions, shut up, and listen.

SELLING: We have to believe in what we’re selling and know how it will benefit the other person. Now we’re not selling, we’re simply sharing ways we can help them.

ACTION: The best thing I did for my career was join Toastmasters. It’s a world-wide organization that helps people become more comfortable and proficient when speaking in public. www.toastmasters.org



Change Is Good?

I knew the most amazing person named Barbara Blake—everyone called her Sunshine. Despite being abandoned by her parents, widowed three times, losing millions in business, and having her home burn to the ground, Sunshine handled each life-changing event the same way, she dusted herself off and began again believing something good was right around the corner.

Her advice, “Don’t complain, blame others, or lament what could have been. Instead, make the most of the hand you’ve been dealt and move forward, grateful for what you have and secure in the knowledge that things always have a way of working out.”

ACTION: The one thing we can change is ourselves. It starts with making a declaration of what we will do differently and having others hold us accountable. It includes simple, small first steps to see success and build our confidence. We stay on track with visual reminders (a bracelet, key chain, or a card we carry in our pocket). It ends when what we want to do differently is now second nature and a new habit.



Bigger Isn't Better

Big is scary. Big is hard. Big is stressful. Small? We can do small. Small is manageable. Even when something huge comes along, if we break it down into tiny tasks, it's a lot more doable and a lot less stressful. Here's some other ideas to reduce stress.

- ___ Clear your head by writing everything down.
- ___ Give yourself permission to not have to be perfect.
- ___ Routines reduce decisions and give our days structure.
- ___ If you can do something in under a minute, do it.
- ___ Make the first step so easy you simply can't fail.
- ___ Underpromise and then overdeliver.
- ___ Ask for and accept help.

ACTION: Action is better than inaction—especially if it's the first step. SARK says we should break things down until they take less than five seconds to start and five minutes to finish.



Avengers

What do superheroes do that we don't? Glad you asked. Let's see, the Wonder Twins had each other, Batman had Robin (and Alfred), and Wonder Woman and Superman hooked up (I mean teamed up).

We must be willing to work with others to get ahead. We should have an older and wiser mentor, a sidekick, and a protégé. We should also join our "Justice League" (an association in our field) and be involved.

ACTION: At association meetings, get there early and offer to help out. It's an easy way to meet and mingle with the key players. If something (equipment, setup) isn't working, step up and fix it. Volunteer to speak or teach a class. Write an article or blog post. Be a card collector and follow up with people after the event is over. Take and post pictures for the association's social media sites. In a nutshell, get involved and get noticed.



Energy and Environment

Making the most of our time involves three things: Energy, environment, and equipment.

ENERGY: Know when you're most motivated, focused, and least distracted during the day, and schedule and protect that time to do your most important work.

ENVIRONMENT: Don't discount the importance of *where* you do your work has on your energy, effectiveness, and efficiency. Lighting, layout, and organization can help or hinder.

EQUIPMENT: Be aware of time (clock), challenge yourself to do things faster (timer), and do the right things in the right order (calendar).

ACTION: For more ideas on efficiency listen to my free weekly podcast, "The Faster, Easier, Better Show" [www.leesilber.com /podcast](http://www.leesilber.com/podcast).



Margaritaville

Jimmy Buffett. What a life—but not in the way you think. He does *not* live his life like one of his songs. Sure, he’s a rock star, pilot, and world traveler—he’s also a very successful businessman, husband and parent. How does he balance his personal pursuits with touring and recording, writing books and plays, appearing in movies and on television, and running his business empire? Focus.

Today, balance is about being 100% focused on what we’re doing for as long as we can. When we’re with our kids, we’re all in. When we’re working, we’re all in. To do this means we have to block out time, put our phones down, trim some things from our life, and learn how to say, “No.”

ACTION: It’s a good idea to have a master list of things to do. To keep our lives in balance we can fold the paper in half and write personal items on one side and professional items on the other.



A Short Story

My favorite memory of my dad and me wasn't a momentous one. Instead, it was something so simple.

When I was ten years-old we lived in Westwood, New Jersey. On a trailer next to our suburban home was my father's pride and joy, a small ski boat fitted with a cranky old outboard engine.

On a warm, summer Saturday morning my dad invited me to go . . . I bet you thought I was going to say boating. No, he asked me to go with him to pick up the engine from the repair shop. I couldn't have been more thrilled.

My dad made us egg salad sandwiches for the drive. I sipped milk while he drank hot coffee from the lid of his silver Thermos while we towed the temporarily motor-less tri-hull down Route 17.



To me, being invited along for this short trip—an errand, really—was a rite of passage. It made me feel all grown up. I sat in the front seat of our station wagon and we talked about the Mets and listened to the news of the day on the Plymouth’s AM radio. Nothing special, and still . . .

The dilapidated, open-air shop with a faded Lucas Oil sign on the tin roof was precariously perched on a grassy bank next to a small waterway, surrounded by trees. If it weren’t for the sound and smells of two-stroke engines being revved, nobody would ever know it was there.

The scrawny mechanic was easy to spot, he wore dirty blue trousers and a matching striped shirt with a patch that spelled out his name. The old man respectfully pointed out the repairs to my dad with a lit cigarette held tightly between two greasy fingers.

I climbed in the boat to help mount the motor and the smell of fiberglass was intoxicating.



The mechanic handed me some tools so I could feel like part of the process. I was in heaven.

I'm sure you're reading this and hoping something big is going to happen. Nope. And that's my point. As much as it's commendable to try to create memorable moments, sometimes it's just a sandwich, cup of coffee, an errand, and alone time with someone you care about that makes the moment special.

Don't miss your life looking for the big shiny events when the truly special ones are often right there on your things to-do list.

Lee Silber

Mission Beach, California

2021



Lee Silber

After writing 25 books and winning eleven awards, Silber switched to writing mini-books like this one. This is his tenth (tiny) title.

For 30 years Lee traveled the country speaking to audiences large and small. He's now doing the same thing, virtually. www.leesilber.com



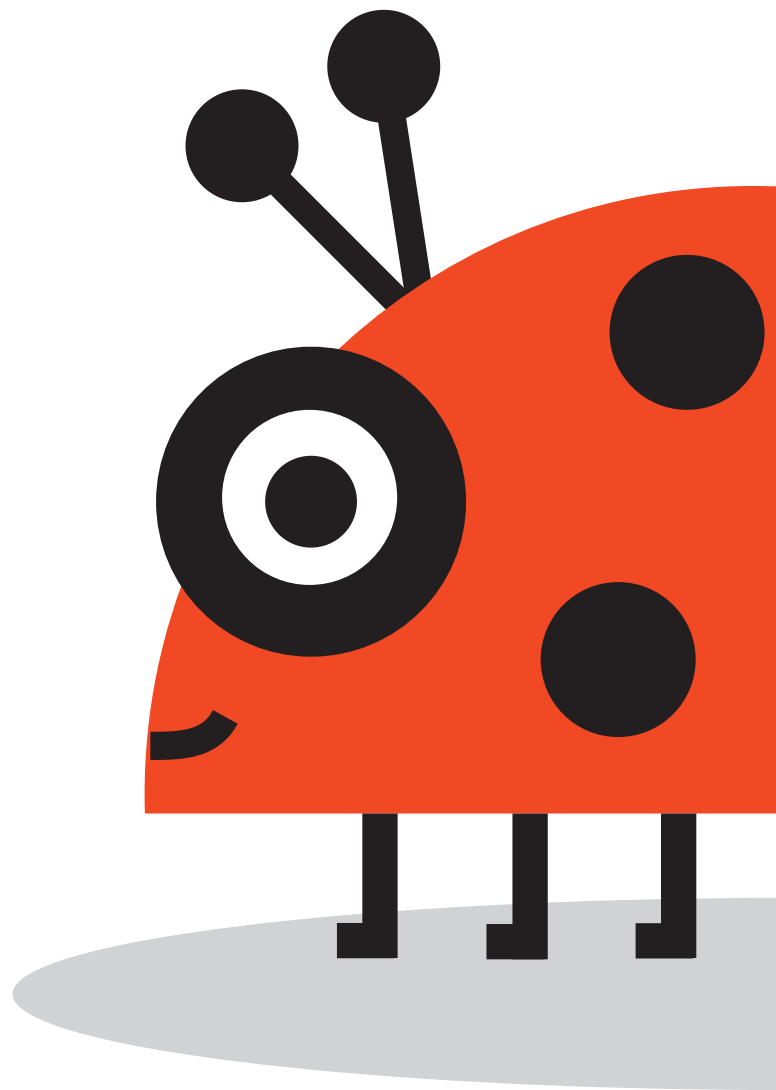
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Pass It On

If you enjoyed this mini book and want to pass it on to a friend or family member, feel free. If you'd like to send it to a large group, please just let us know.

Lee also has a companion presentation based on the ideas in this book. Reach out to schedule him to bring it to life for your company or group.

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