

# How to Automate and Outsource Everything


## 10 Point Checklist

### Ari Meisel

Want to gain as much knowledge as possible out of The Optimized Geek? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

*The* **OPTIMIZED GEEK** 

HOSTED BY **STEPHAN SPENCER**



**“Work life integration involves understanding your natural states and compartmentalizing what you do.”**

**ARI MEISEL**

# 10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?  
Here are 10 steps that can move you closer to your goals – today.**

- Create systems that involve organization, outsourcing and automation. This can help me fight stress and improve my productivity.
- Have a good reason to be productive. Let that reason be my motivation when I am trying to get things done.
- Try different productivity processes and systems until I find what's best for me. What works for others might not work for me.
- Have a system in place that I am comfortable with before I decide to expand my company. This will help me train new team members more effectively.
- Find my peak time with the help of [Human Performance](#) on iOS or [Less Doing Peak Time](#) on Android. Do my heavy thinking during these hours for optimized productivity.
- Fight jet lag and even seasonal depression with [HumanCharger](#), a device that emits bright light therapy through my ears.
- Choose the right devices and beware of biohacking. I can continue living a healthy, optimized life without using too many devices.
- Regularly monitor my heart rate and sugar levels so that I can regulate them.
- Consider buying [TrueDark](#) Twilight and Daywalker glasses for better sleep, performance, and health.
- Use project management tools such as [Asana](#), [Trello](#) or [Airtable](#) not just for work but for personal tasks and household duties.