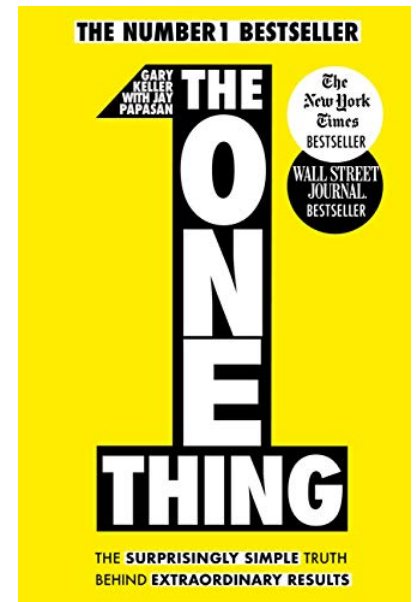


# The ONE Thing Book Summary (PDF) by Gary Keller and Jay Papasan

Ready to learn the most important takeaways from The ONE Thing in less than two minutes? Keep reading!



## Why This Book Matters:

The ONE Thing teaches readers to focus their time and energy on what truly matters.

## The Big Takeaways:

1. **If you only think on a small scale, you are only preventing yourself.**
  1. If To have grand results, we must first think on a grand scale.
2. **Not everything you need to do has the same weight.**
  1. Start your to-do list with the most important things.
3. **To live a life of discipline, you must learn to form good habits.**
  1. Sprinkling good habits throughout your routine

helps create a backbone for your routine that mimics discipline without having to possess strict control.

**4. Don't try to do everything at once.**

1. The ability to multi-task is ill-informed and prevents you from doing your best at everything. Give it up.

**5. Don't shy away from the word "no."**

1. Not everything deserves your attention; learn to say "no" when things don't contribute to your big picture.

## **Want To Keep Reading?**

1. Read A Longer Form Summary on Blinkist
2. Buy The Book on Amazon
3. Listen To The Audiobook

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