

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The waves are white with foam as they break. The text is overlaid in the center of the image.

ANDREW DAVIS
ENTERPRISE STATE



GETTING
THINGS
DONE



AM I
PRODUCTIVE?

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The waves are white with foam as they break. The text is overlaid in the center of the image.

**WILL I EVER
CATCH UP?**

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The text is overlaid in the center of the image.

**WHAT DOES
SUCCESS LOOK
LIKE?**

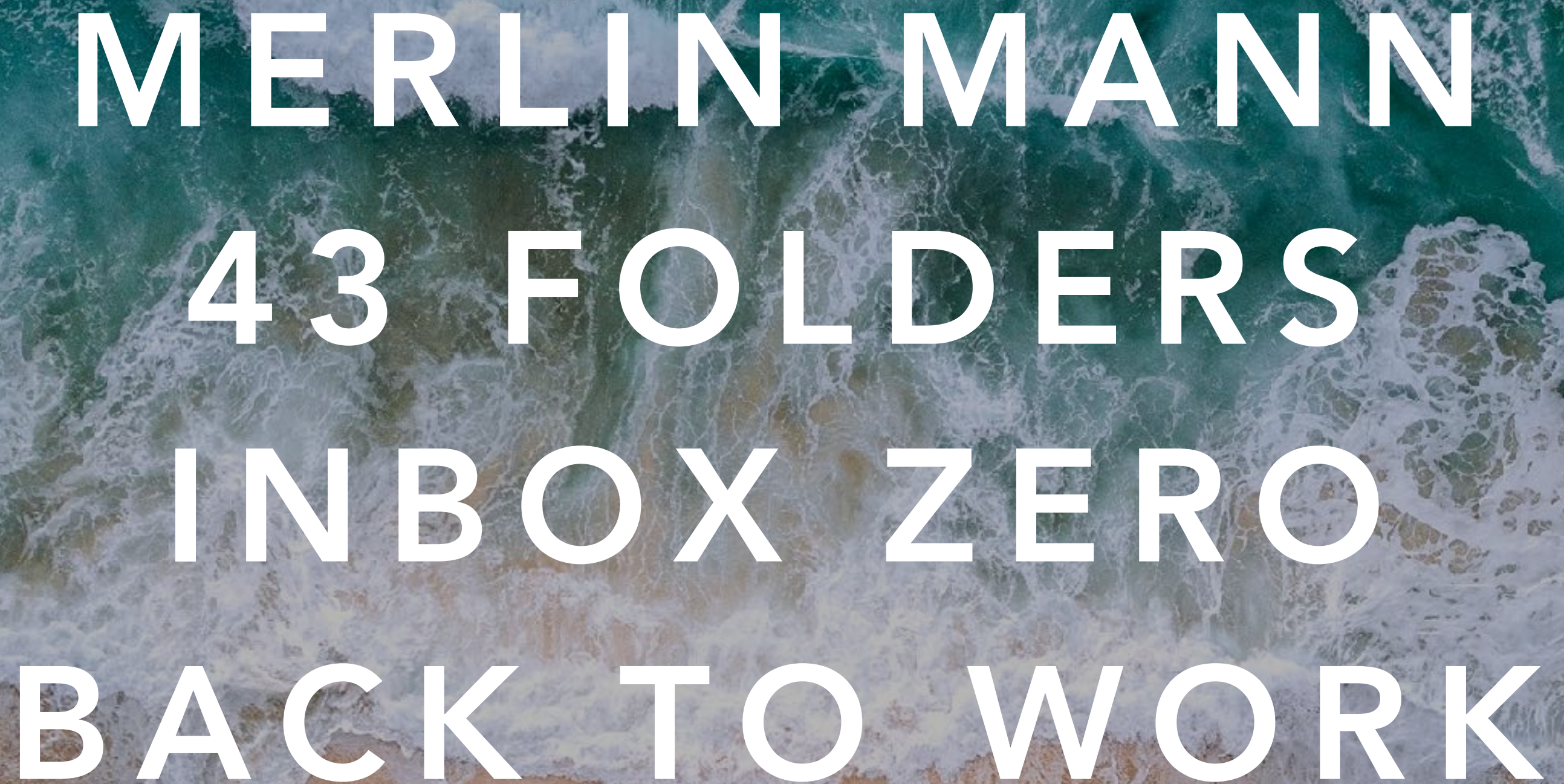
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MERLIN MANN

DAVID ALLEN

ADAM GRANT

CAL NEWPORT

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The text is overlaid in white, bold, sans-serif font.

MERLIN MANN
43 FOLDERS
INBOX ZERO
BACK TO WORK

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**DAVID ALLEN
GETTING THINGS
DONE**



ADAM GRANT
GIVE AND TAKE
WORKLIFE

An aerial photograph of ocean waves crashing onto a sandy beach. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text is overlaid on the image in a bold, white, sans-serif font.

CAL NEWPORT

DEEP WORK

DIGITAL


MINIMALISM

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KNOWLEDGE WORKERS

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**LEARN QUICKLY
SOLVE COMPLEX
PROBLEMS**



**SOFT HANDS
LUNCH WHENEVER**

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text is overlaid in the center in a white, bold, sans-serif font.


**38% OF TIME
SPENT SEARCHING
FOR INFORMATION**

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**WHAT DOES
SUCCESS LOOK
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MEASUREMENT BLACK HOLE

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HOW TO BE AN ELITE KNOWLEDGE WORKER

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**HIGH QUALITY
WORK
PRODUCED
QUICKLY**

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "DEEP WORK" is overlaid in the center in a white, bold, sans-serif font.


DEEP WORK

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text "COGNITIVELY DEMANDING" is overlaid in white, bold, sans-serif font.

**COGNITIVELY
DEMANDING**

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text is overlaid in the center in white, bold, sans-serif font.

REQUIRING FOCUS
WITHOUT
DISTRACTION

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The waves are white with foam as they break. The text is centered over the image.

**HARD WORK
NOT
PRODIGY**

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WHY DISTRACTIONS MATTER

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CONTEXT SWITCHING
ATTENTION RESIDUE
FINITE WILLPOWER
DECISION FATIGUE

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NOTIFICATION OVERLOAD

An aerial photograph of a beach with turquoise waves crashing onto the sand. The water is a vibrant teal color, and the foam is white. The sand is a warm, golden-brown hue. The waves are breaking in a rhythmic pattern, creating a sense of movement and energy.

PROCRASTINATION

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text is overlaid in the center in white, bold, uppercase letters.

INTENTIONALLY OR
UNINTENTIONALLY
FORGETTING ABOUT WHO
YOU WANT TO BE

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EMAIL

TEXT

PHONE CALLS

INSTANT MESSAGES

DROP-INS

MEETINGS

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**COGNITIVELY
DEMANDING**

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FRAGMENTED ATTENTION

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**60% ELECTRONIC
COMMUNICATION**

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**BUSYNESS IS
A PROXY**

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "LATE NIGHT EMAILS" is overlaid in the center in a white, bold, sans-serif font.

LATE NIGHT EMAILS

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "WAR STORIES" is overlaid in the center in a white, bold, sans-serif font.

WAR STORIES

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "UNDERLYING ISSUE" is overlaid in the center in a white, bold, sans-serif font.

UNDERLYING ISSUE

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**FILLING A DEEP
VOID WITH
SHALLOW WORK**

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**OPEN CONCEPT
ALWAYS CONNECTED
EASILY DISTRACTIBLE**

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REWIRED

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text 'GOOD NEWS' is overlaid in the center in a white, bold, sans-serif font.


GOOD NEWS

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SCARCITY BRINGS
OPPORTUNITY

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**PRODUCING
DEEP WORK**

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**MONASTIC
BIMODAL
RHYTHMIC
JOURNALISTIC**

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the sand is a light tan. The waves are white with foam as they break. The text "NEXT STEPS" is overlaid in the center in a white, bold, sans-serif font.

NEXT STEPS

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RETRAIN YOURSELF
SCHEDULE METHODICALLY
CHALLENGE CONNECTEDNESS
EVALUATE YOUR TOOLS
RETREAT WHEN NEEDED
LEAVE WORK AT WORK

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "SHUTTING DOWN" is overlaid in the center in a bold, white, sans-serif font.

**SHUTTING
DOWN**

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text is overlaid in white, bold, sans-serif font.

PLAY A SONG
REVIEW INBOX
SCAN TO-DO LIST
ADJUST CALENDAR
GO HOME



**GETTING
THINGS
DONE**

An aerial photograph of a beach with turquoise waves crashing onto the sand. The text "PICK A SYSTEM" is overlaid in the center in a white, bold, sans-serif font.

**PICK A
SYSTEM**

An aerial photograph of a beach with waves crashing onto the shore. The water is a deep teal color, and the foam is white. The sand is a light brown color. The text "FINAL THOUGHTS" is overlaid in the center in a white, bold, sans-serif font.

FINAL THOUGHTS



SCAN ME

Connect on LinkedIn

An aerial photograph of a beach with turquoise waves crashing onto the sand. The water transitions from a deep blue-green to a lighter, foamy white as it reaches the shore. The sand is a warm, golden-brown color. The overall scene is dynamic and natural.

QUESTIONS