GETTING THINGS DONE
AM I PRODUCTIVE?
WILL I EVER CATCH UP?
WHAT DOES SUCCESS LOOK LIKE?
MERLIN MANN
43 FOLDERS
INBOX ZERO
BACK TO WORK
CAL NEWPORT
DEEP WORK
DIGITAL MINIMALISM
WHAT DOES SUCCESS LOOK LIKE?
KNOWLEDGE WORKERS
LEARN QUICKLY
SOLVE COMPLEX PROBLEMS
SOFT HANDS
LUNCH WHENEVER
38% OF TIME
SPENT SEARCHING FOR INFORMATION
WHAT DOES SUCCESS LOOK LIKE?
HOW TO BE AN ELITE KNOWLEDGE WORKER
HIGH QUALITY WORK PRODUCED QUICKLY
DEEP WORK
COGNITIVELY DEMANDING
REQUIRING FOCUS WITHOUT DISTRACTION
HARD WORK NOT PRODIGY
WHY DISTRACTIONS MATTER
CONTEXT SWITCHING
ATTENTION RESIDUE
FINITE WILLPOWER
DECISION FATIGUE
NOTIFICATION
OVERLOAD
PROCRUSTINATION
INTENTIONALLY OR UNINTENTIONALLY FORGETTING ABOUT WHO YOU WANT TO BE
EMAIL
TEXT
PHONE CALLS
INSTANT MESSAGES
DROP-INS
MEETINGS
COGNITIVELY DEMANDING
60% ELECTRONIC COMMUNICATION
BUSINESS IS A PROXY
LATE NIGHT
EMAILS
WAR STORIES
UNDERLYING ISSUE
FILLING A DEEP VOID WITH SHALLOW WORK
OPEN CONCEPT
ALWAYS CONNECTED
EASILY DISTRACTIBLE
GOOD NEWS
SCARCITY BRINGS OPPORTUNITY
MONASTIC
BIMODAL
RHYTHMIC
JOURNALISTIC
RETRAIN YOURSELF
SCHEDULE METHODICALLY
CHALLENGE CONNECTEDNESS
EVALUATE YOUR TOOLS
RETREAT WHEN NEEDED
LEAVE WORK AT WORK
SHUTTING DOWN
PLAY A SONG
REVIEW INBOX
SCAN TO-DO LIST
ADJUST CALENDAR
GO HOME
GETTING THINGS DONE
PICK A SYSTEM
FINAL THOUGHTS