# Make Time\_ How to Focus on What Matters Every Day

- by Unknown

"Busy bandwagon"

loc 61 | Tuesday, November 2, 2021 10:09:46 PM

"According to the Busy Bandwagon mindset, if you want to meet the demands of the modern workplace and function in modern society, you must fill every minute with productivity."

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"Infinity pool"

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"Infinity Pools are apps and other sources of endlessly replenishing content. If you can pull to refresh, it's an Infinity Pool."

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"Hamster wheel"

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"High priority"

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"something magic happens when you start the day with one high-priority goal. "

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"The first step is choosing a single highlight to prioritize in your day. Next, you'll employ specific tactics to stay laser-focused on that highlight—we'll offer a menu of tricks to beat distraction in an always-connected world. Throughout the day, you'll build energy so you can stay in control of your time and attention. Finally, you'll reflect on the day with a few simple notes.

loc 204-207 | Wednesday, November 3, 2021 6:12:20 AM

#### "Four steps of make time"

loc 207 | Wednesday, November 3, 2021 6:12:31 AM

#### "Laser"

loc 219 | Wednesday, November 3, 2021 6:14:40 AM

#### "Laser: Beat Distraction to Make Time for Your Highlight"

loc 218-219 | Wednesday, November 3, 2021 6:14:40 AM

#### "Highlight"

loc 208 | Wednesday, November 3, 2021 6:14:51 AM

#### "Highlight: Start Each Day by Choosing a Focal Point"

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#### "Energise"

loc 223 | Wednesday, November 3, 2021 6:15:39 AM

#### "Energize: Use the Body to Recharge the Brain"

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#### "Perfection"

loc 247 | Wednesday, November 3, 2021 6:18:49 AM

### "Perfection is a distraction—another shiny object taking your attention away from your real priorities."

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#### "What is highlight"

loc 316 | Wednesday, November 3, 2021 9:23:37 PM

### "When you look back on your day, what activity or accomplishment or moment do you want to savor? That's your Highlight."

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#### "Might do lit"

loc 452 | Thursday, November 4, 2021 6:35:38 AM

# "sit down with our Might-Do List and talk about everything we could do. We'd use the same three Highlight criteria—urgency, satisfaction, and joy — to select the work that was important to do today."

loc 450-452 | Thursday, November 4, 2021 6:35:38 AM

#### "Might do list"

loc 452 | Thursday, November 4, 2021 6:35:46 AM

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### "Use daily "do not schedule" blocks to make room for your Highlight. " loc 513-514 | Thursday, November 4, 2021 7:25:29 AM

#### "Do not schedule time "

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#### "Speed breaker#1"

loc 875 | Thursday, November 4, 2021 6:47:32 PM

#### "To slow things down, try making your homescreen blank."

loc 874-875 | Thursday, November 4, 2021 6:47:32 PM

#### "Speed breaker #2"

loc 865 | Thursday, November 4, 2021 6:47:52 PM

#### "turn off almost all notifications."

loc 865-865 | Thursday, November 4, 2021 6:47:52 PM

#### "Speed Breaker #3"

loc 853 | Thursday, November 4, 2021 6:48:14 PM

#### "Log Out"

loc 853-853 | Thursday, November 4, 2021 6:48:14 PM

#### "extreme example, but we've heard countless similar stories."

loc 937-938 | Friday, November 5, 2021 5:12:13 AM

#### "Up to date?"

loc 1060 | Friday, November 5, 2021 6:04:35 AM

### "You probably could spend twenty-four hours a day staying up to date and still not be up to date."

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loc 1140 | Friday, November 5, 2021 6:22:54 AM

#### "Deadline"

loc 1229 | Friday, November 5, 2021 12:07:49 PM

#### "Nothing's better for focus than a deadline."

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#### "Deadline #2"

loc 1231 | Friday, November 5, 2021 12:08:42 PM

#### "You can invent a deadline."

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#### "Explode highlights #1"

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"When you're not sure where to start, try breaking your Highlight into a list of small, easy-to-do bits."

#### "shift your focus"

loc 1250 | Friday, November 5, 2021 12:10:05 PM

"Shifting your focus to something that your mind perceives as a doable, completable task will create a real increase in positive energy, direction, and motivation."

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#### "Laser sound track "

loc 1252 | Friday, November 5, 2021 12:10:56 PM

"If you're struggling to get into Laser mode, try a cue. A cue is any trigger that causes you to act consciously or unconsciously."

loc 1251-1252 | Friday, November 5, 2021 12:10:56 PM

#### "Play a laser sound track #2"

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"We suggest using music as your cue for Laser mode."

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"We suggest using music as your cue for Laser mode. Try playing the same song or album every time you start your Highlight, or choose a specific song or album for each type of Highlight."

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#### "Laser sound track rules"

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#### "Start with paper"

loc 1293 | Friday, November 5, 2021 3:54:46 PM

"Paper improves focus, because you can't waste time picking the perfect font or searching the Web instead of working on your Highlight."  $\,$ 

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#### "One breath"

loc 1306 | Friday, November 5, 2021 3:58:32 PM

"Breathe in through your nose. Notice the air filling up your chest. 2. Breathe out through your mouth. Notice your body softening. You can repeat this if you like, but one breath really can be enough to reset your attention."

#### "Antidote to exhaustion "

loc 1322 | Friday, November 5, 2021 4:01:33 PM

"You know the antidote to exhaustion is not necessarily rest....The antidote to exhaustion is wholeheartedness."

loc 1321-1322 | Friday, November 5, 2021 4:01:33 PM

#### "Energy for work #1"

loc 1400 | Friday, November 5, 2021 7:24:51 PM

"If you want energy for your brain, you need to take care of your body." loc 1400-1400 | Friday, November 5, 2021 7:24:51 PM

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loc 1432 | Friday, November 5, 2021 8:28:10 PM

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loc 1862 | Friday, November 5, 2021 8:29:27 PM

#### "Ouote"

loc 1476 | Friday, November 5, 2021 8:36:28 PM

"What you do every day matters more than what you do once in a while. — GRETCHEN RUBIN "

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loc 1480 | Friday, November 5, 2021 8:45:11 PM

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loc 1490 | Friday, November 5, 2021 9:02:56 PM

#### "It's Okay "

loc 1495 | Saturday, November 6, 2021 5:58:29 AM

#### "It's okay to not be perfect."

loc 1495-1495 | Saturday, November 6, 2021 5:58:29 AM

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loc 1534 | Saturday, November 6, 2021 6:04:26 AM

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loc 1557-1557 | Saturday, November 6, 2021 6:08:00 AM

#### "Workout bplan XD"

loc 1557 | Saturday, November 6, 2021 6:08:17 AM

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#### "Food"

loc 1570 | Saturday, November 6, 2021 6:10:03 AM

#### "Eat food. Not too much. Mostly plants."

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### "Tactic Battle: Fasting vs. Snacking For JZ, fasting sharpens focus and improves energy. For Jake, the "

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#### "Meditation is just a breather for your brain."

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