

***How to finish  
more work in  
2 hours than  
95% of people  
do in 2 weeks:***

## **1. Create a focus playlist.**

Try these soundtracks:

- Drive
- Dune
- TENET
- Dunkirk
- Ad Astra
- Inception
- Interstellar
- The Batman
- Cyberpunk 2077
- Blade Runner 2049
- The Dark Knight Trilogy

Your brain will get into deep work  
2x faster.

## **2. Prime yourself.**

Prepare your mind for the activity.

- 8 hours of sleep primes you to focus.
- 30 minutes of reading primes you to write.
- 10 minutes of planning primes you to organize.

Short-term preparation leads to long-term success.

### **3. Schedule deep work sessions for 1.5 to 2 hours.**

Why?

- 1) It takes 20-30 minutes to get into flow state.
- 2) It takes around 1.5-2 hours before your focus declines.

Take a break too early, you won't get into flow.

But if you don't take a break, you'll work inefficiently.



## 4. Separate tasks based on their type.

Batch **analytical tasks** together:

- Organization
- Research
- Planning

Batch **creative tasks** together:

- Writing
- Designing
- Brainstorming

Your brain wastes energy to adjust when you switch from task to task.

## **5. Remove distractions.**

### **Too much noise?**

Use noise-cancelling earbuds.

### **Distracting websites?**

Use a website/app blocker.

### **Too much going on at home?**

Go to a coffee shop.

It's impossible to get distracted when it's not an option.

## **6. Set 1 goal for each work block.**

Break it into 3 actionable tasks.

Now focus on 1 task at a time.

When you complete it, move to the next.

Knowing what you need to do prevents you from getting distracted with "busy" work.



## **7. Reflect.**

After your work sessions, look at what you can improve.

Do you need to:

- Change the length of time?
- Do certain tasks before others?
- Work at a different part of the day?

Optimize for the next session.



## **8. Reward yourself.**

Do something fun after your work session.

Watch Netflix, go on Twitter, play a video game.

This makes your brain associate positive feelings with work.

Next time you go to work it'll be 10x easier.