



This list has been edited.

⚙️ FOUNDATIONAL SYSTEMS

1. Start with a Power Routine (Prime Your Mind)

- Cold water splash / shower to wake up.
- 5-minute visualization of crushing your top goal.
- Write 3 key intentions for the day (not a to-do list—intentions).
- Put on music that hypes you up (Larry June's "Smoothies in 1991" hits different at 8 a.m.).

2. Use a Hybrid Time-Boxing + Priority System

- Block time for deep work in 90-minute chunks.
- Prioritize tasks with **Eisenhower Matrix** or **MIT (Most Important Tasks)**.
- Use time boxes for "grind time," "cool down," and "break/reset."

3. Adopt a 3-3-3 Daily Method

- 3 deep work tasks (hard stuff).
- 3 shallow tasks (emails, errands).
- 3 maintenance tasks (workout, clean up, prep food).

4. Weekly Planning > Daily Reacting

- Spend 30 minutes on Sunday planning your week by theme or goal.
 - Set 1-2 "focus goals" per week. Ignore everything else.
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MENTAL STRATEGIES & FOCUS TACTICS

5. Use the "10-Minute Rule"

- When procrastinating, just do the task for 10 minutes. You'll usually keep going.

6. Destroy Distractions (Hardcore Mode)

- Turn your phone on airplane mode or into grayscale.
- Use website blockers like **Cold Turkey**, **LeechBlock**, or **Freedom**.
- Work in a "clean zone": headphones on, all tabs closed except one.

7. Use the “Parking Lot” Method

- Write down any distracting thoughts or ideas in a notepad and return later.

8. Leverage Dopamine Intentionally

- Break large tasks into micro-goals and reward yourself after each.
 - Use music, coffee, sunlight, and even your favorite hoodie as positive triggers.
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DIGITAL TOOLS & TECHNIQUES

9. Task Managers That Don’t Waste Time

- Use minimalist tools like **Todoist**, **Notion**, or **TickTick**.
- Each task should have:
 - A verb (e.g. “Write intro for blog” not “Blog”)
 - A time slot (on your calendar)
 - A deadline or due window

10. Automate Everything You Can

- Auto-pay bills, automate recurring emails, use macros and scripts.
- Batch similar work (email replies, debugging, deployment) into one block.

11. Use Pomodoros with a Twist

- 50 minutes of work, 10 minutes off. After 3 cycles, take a 30-minute break.
 - During the break: go outside, walk, do jumping jacks, drink water—not scroll Instagram.
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PHYSICAL & MENTAL ENERGY MANAGEMENT

12. Work Out Midday, Not Just Mornings

- Do short 20-minute workouts during breaks to reset energy.
- Plyometric bursts (jump squats, skips) wake your brain up better than caffeine.

13. Cycle Caffeine Strategically

- Coffee before deep work.
- Matcha for creative work.
- Decaf or none at all after 3 p.m.

14. Hydration is Performance

- Keep a water bottle near your desk at all times.
- Add lemon, cucumber, or mint to make it more appealing.

15. Nap Smart

- 20-minute power naps = memory and alertness boost.
- Nap around 2–4 p.m., never after 5 p.m.

HABIT SYSTEMS THAT STACK

16. Use Habit Stacking

- “After I brush my teeth, I’ll review my to-do list.”
- “After lunch, I’ll plan the next 3 hours of work.”

17. Link Tasks to Triggers

- Study = same chair + same hoodie + same playlist.
- Train = same pre-workout + same warmup playlist.

18. Keep a Daily Wins Log

- End the day by listing 3 things you crushed. Small or big.
- Builds momentum and positive reinforcement.

WORKFLOW MASTERY

19. One Tab Rule

- One task = one tab = one focus point. Don’t juggle.

20. Batch Communication

- Check messages/emails 2–3x per day max.
- Disable real-time notifications.

21. Embrace the “Ugly First Draft”

- Just get started. Polish later. Momentum > Perfection.

22. Use Templates for Everything

- Email replies, class notes, code comments—template them all.
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III EVALUATE & OPTIMIZE

23. End-of-Day Review (5 Minutes)

- What went well?
- What felt slow?
- What will I do differently tomorrow?

24. Energy Audit

- Track when you're naturally most focused and do your hardest work then.

25. “Am I Moving the Needle?” Test

- Ask this every 1–2 hours. If not, recalibrate.
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MOTIVATION HACKS

26. Listen to Soundtracks for Focus

- Movie/game soundtracks are powerful (try *Interstellar*, *Inception*, *Cyberpunk 2077* ambient).
- Or play Larry June's instrumentals while grinding.

27. Use the “Future Self” Frame

- Work like the pro version of you is watching. What would your “Goalkeeper in the UCL” self do right now?

28. Gamify Everything

- 1 point per task completed.
- 5 points per workout.
- Trade points for real-life rewards (a snack, 30 mins of gaming, etc).

29. Surround Yourself with Doers

- Follow people who inspire action.
- Cut ties with slack energy (social or digital).

30. Create a Ritual for Starting Work

- Same tea, same song, same space = your mind clicks into work mode.
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THINGS TO AVOID

- Don't multi-task. Ever. Not even background Netflix "while working."
 - Don't leave tasks half-done. Always leave a note about what's next.
 - Don't scroll first thing in the morning or last thing before bed.
 - Don't skip sleep. 7+ hours is non-negotiable for memory and performance.
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And, of course, use NOTED.