

Productivity \neq Optimization

- You're not just trying to fit in as much as possible

Personal Productivity Goals

1. Control time + intention

- be more intentional about what renews your energy, towards deeper objectives

2. Separate results from exhaustion

- move towards sustainability, anti-hustle + burnout
- but using goal 1, this is flexible based on who you are, if you do want to hustle

Ex. Vision

- consolidate hours spent at work
- Free time to do the things you want
- Put more hours towards living a deeper life

~~Big Ideas~~

1. Multiscale Planning

- deciding on what you're doing next, based on priority from different time scales and urgency

Plan at different time scales

1. Quarterly plan / seasonal plan / strategic
 - one for work, one for life.

2. Weekly plan

- check strategic plan, what do you want to integrate this week
- survey calendar, where can you make space for those things or make changes to meetings
- long hand week plan
 - priorities, daily goals, notes on how you want to approach that week, or keep in mind as the week unfolds

3. Daily plan

- time block plan, give every time ^{block} a job, removes decision
- references weekly plan
- little energy spent what to do in the moment

- designed to get key initiatives for your life on your daily "calendar"

2. Office hours, project protocols, meeting windows

- #1 productivity = context switching
poison
- ongoing back+forth conversations is biggest source of context switching
- tell people to grab you at your office hours, leaving you uninterrupted for the rest of the day
- or, set meeting blocks that are dedicated for meetings
- project protocol - take 20 mins to plan each step, mini deadline, whos going to do what when

3. Deep: Shallow Work Ratio

- Shallow: hopping between things
- Deep: deeply engaging
- What's the ratio that's ideal?
 - ↳ measure this and see how close you are to your ideal
- measure it in full hours, and there can be no context shifts

4. Work in Progress Limits

- have between 1-3 non-trivial projects in progress, no more
- these are broken down, completable, ex. not 'finish book' but 'write chapter 3'
- no admin for things in the backlog

- and make it public so people can see where they're at in the queue
- you're not saying no, just saying 'we aren't there yet'

5. Shutdown Ritual

- end of workday, police open loops.
get everything out of your head,
get a plan for tomorrow
- ritualistic thing, like saying "Shutdown complete" or having a checkbox to complete

Other: Why can't I follow through on my time block?

1. You don't buy the plan
- brain doesn't believe the action in the moment isn't worth the result

2. Deep procrastination
- When the work is hard, external locus of control
- need thorough analysis on why you're doing this
- mind seeing weakness in the plan