

Zuckerberg Made PPT 2016

How Do I Keep High Efficiency

1.

How I spend my Day



How I wish I'd spend my Day



**There's always time.
Time is priorities.**

2.

“ Only plan for 4-5 hours of real work per day.

- David Heinemeier Hansson, 37 Signals

**Days always
fill up.**

3.

“ It's normal to have days where you just can't work and days where you'll work 12 hours straight.

- Alain Paquin, Whatsnexus

**Work more when you're in the zone.
Relax when you're not.**

4.

**“ Your time is \$1000/hour, and
you need to act accordingly.**

- Jason Cohen, @asmartbear

**Respect your time and
make it respected.**

5.

Multi-tasking like a big shot



Single-treading and home at 5pm



**Stop multi-tasking.
It merely kills your focus.**

6.



**Set up a work routine and stick to it.
Your body will adapt.**

7.



**We're always more focused
and productive with limited time.**

8.

SEND EMAIL
TO DESIGN
TEAM

CREATE
BUSINESS
PLAN

ORGANIZE
HOME OFFICE

Start here

**Work is the best way to get working.
Start with short tasks to get the ball rolling.**

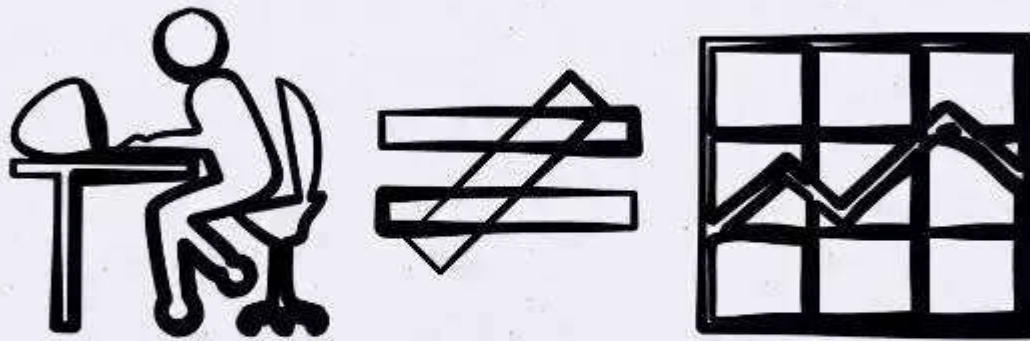
9.

“ Doing is better than perfect.

- Facebook company motto

**Work iteratively. Expectations to
do things perfectly are stifling.**

10.



More work hours doesn't mean more productivity. Use constraints as opportunities.

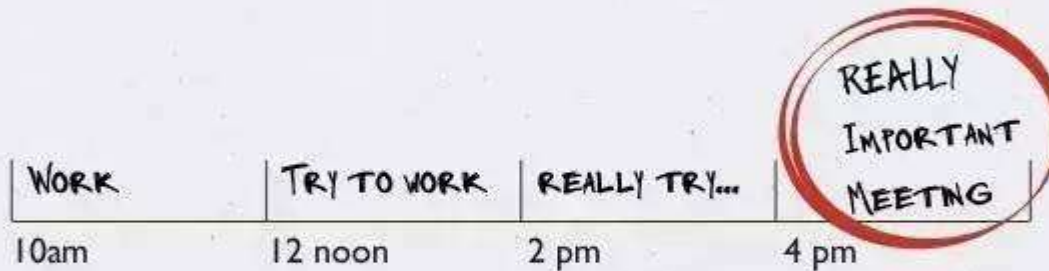
11.

“ Separate thinking and execution to execute faster and think better.

- Sol Tanguay, Imarklab

Separate brainless and strategic tasks to become more productive.

12.



**Organize meetings early during the day.
Time leading up to an event is often wasted.**

13.

“ A single meeting can blow a whole afternoon, by breaking it into two pieces each too small to do anything hard in.

- Paul Graham, YCombinator

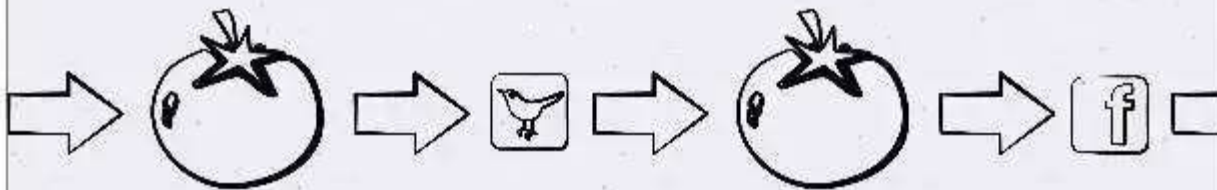
Group meetings and communication (email or phone) to create blocks of uninterrupted work.

14.



**Keep the same context throughout the day.
Switching between projects/clients is unproductive.**

15.



**Work around procrastination. Procrastinate
between intense sprints of work (Pomodoro).**

16.

“ Break the unreasonable down into little reasonable chunks. A big goal is only achieved when every little thing that you do everyday, gets you closer to that goal.

- Maren Kate, Escaping the 9 to 5

17.

- ☐ BUY MILK
- ☒ OPEN FOREIGN BANK ACCOUNT
- ☐ PERFORM OPEN-HEART SURGERY
- ☐ CLEAN DESK

No 2 tasks ever hold the same importance. Always prioritize. Be really careful with to-do lists...

18.

**“ Only ever work on the thing
that will have the biggest
impact.**

- Jason Cohen, @asmartbear

**Always know the one thing
you really need to get done during the day.**

19.



Break tasks into hour increments. Long tasks are hard to get into; feels like it all needs to get done.

20.

**“ If something can be done 80%
as well by someone else,
delegate!**

- John C. Maxwell, Author

**Delegate and learn to
make use of other people.**

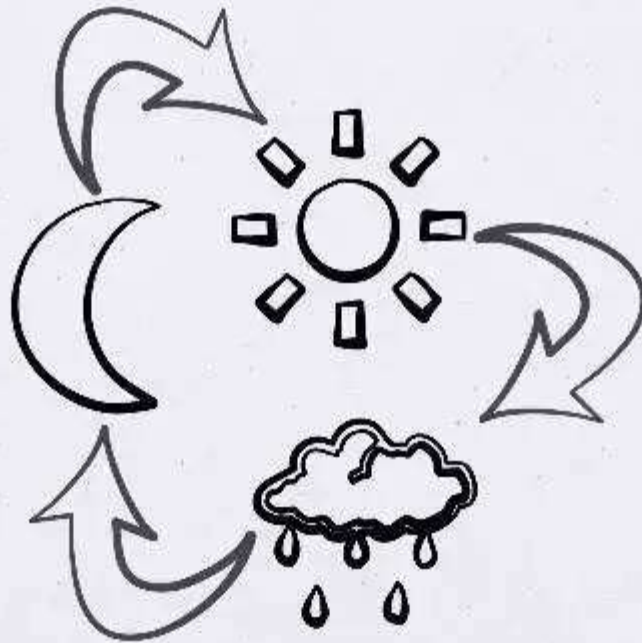
21.

**“ Yesterday’s home runs don’t
win today’s games.**

- Babe Ruth, Hall of Fame Baseball player

**Turn the page on yesterday.
Only ever think about today and tomorrow.**

22.



**Set deadlines for everything.
Don't let tasks go on indefinitely.**

23.



**Set end dates for intense or stressful activities.
Everything ends at some point.**

24.

“ Get a reminder app for everything. Do not trust your own brain for your memory.

- Julien Smith, Author

**Always
take notes.**

25.

“ Write down anything that distracts you- google searches, random thoughts, new ideas, whatever. The point is, if you write them down, they’ll stop bubbling up when you’re in the zone.

- Steven Corona, Twitpic

26.



**Take breaks.
Sometimes.**