

HOW TO FINISH MORE WORK IN LESS TIME



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.