

# **Principles**

## **A Declaration of Fundamental Laws**

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# Chapter 1

## Introduction

### 1.1 Color code

**Red** Incorrect or false. Sometimes incomplete.

**Orange** Such a statement is a hypothesis and must be field tested and reflected upon.

**Blue** Notes to the editor for further writing.



## Chapter 2

# Life Principles

Ray dahllo synthesis and my own ideas

### 2.1 Life Philosophy

### 2.2 Love and Relationships

Cri cri

### 2.3 Health and Nutrition





# Chapter 3

## Work Principles

### 3.1 Work Philosophy

### 3.2 Work Habits

#### 3.2.1 Meetings

Cram all day meetings together if possible succesively

Specify time limit when FORMULATING a meeting

Prepare Requests Before Hand

Bring a notebook with your requests and important points.

Always end with “What can I do for you?”

#### 3.2.2 Maximum Efficiency Hacks

If it takes less than 2-3 minutes, do it immediately

These minutes can amount to hours and small details can be lost in a vortex.

#### 3.2.3 Plan Hierarchichally

Plan out on paper. *Design preceeds doing* (Dahllo)

**Think Modullarly**

Think modularly when planning. Chunks of 1 to 2 hours are optimal for planning different activities.

**Rest!**

At the end of each work module, *actively rest* for 10 to 15 minutes:

- Read *fictional* or non-fictional book not related to work. Fictional books have been shown to enhance creativity, lacking research of non-fictional.
- Meditate.
- Move and excercise. Stretching, yoga, exercise (kind of difficult for 15 minutes, but still).
- Interact with *nature*. Sometimes even watching pictures of nature might help.

### **Prioritize recieved files**

Specially if it contemplates data, prioritize observing it *before the day is over* at least. That means giving priority to this task over others. By doing this, a greater margin can be given and faster response can be taken. This means that you don't have to wait to the next day to see if the files have the info they need; you can immediately correct mistakes.

### **3.2.4 Avoiding Distractions**

#### **Close Email**

Answer at the beginning of the day.

Check at the end of every module or two.

Answer at the end of the day.

#### **Cell Phone AT LEAST 3 meters away from you**

Ideally, another room where vibration or rings cannot be heard. Use with caution if expecting important calls or if job demands this sort of thing. However, most of the time people will first contact by email

#### **Music?**