# Quotes Collection

"changing your schedule on paper. For example, returning to our press release example, you might schedule two hours for writing the press release, but then follow it by an additional hour block that you can use to keep writing the release, if needed, but otherwise assign to catching up with e-mail. The third tactic I suggest is to be liberal with your use of task blocks. Deploy many throughout your day and make them longer than required to handle the tasks you plan in the morning. Lots of things come up during the typical knowledge worker’s day: Having regularly occurring blocks of time to address these surprises keeps things running smoothly"

- Unknown (General)

"When you’re done scheduling your day, every minute should be part of a block. You have, in effect, given every minute of your workday a job. Now as you go through your day, use this schedule to guide you. It’s here, of course, that most people will begin to run into trouble. Two things can (and likely will) go wrong with your schedule once the day progresses. The first is that your estimates will prove wrong. You might put aside two hours for writing a press release, for example, and in reality it takes two and a half hours. The second problem is that you’ll be interrupted and new obligations will unexpectedly appear on your plate. These events will also break your schedule. This is okay. If your schedule is disrupted, you should, at the next available moment, take a few minutes to create a revised schedule for the time that remains in the day. You can turn to a new page. You can erase and redraw blocks. Or do as I do: Cross out the blocks for the remainder of the day and create new blocks to the right of the old ones on the page (I draw my blocks skinny so I have room for several revisions). On some days, you might rewrite your schedule half a dozen times. Don’t despair if this happens. Your goal is not to stick to a given schedule at all costs; it’s instead to maintain, at all times, a thoughtful say in what you’re doing with your time going forward—even if these decisions are reworked again and again as the day unfolds. If you find that schedule revisions become overwhelming in their frequency, there are a few tactics that can inject some more stability. First, you should recognize that almost definitely you’re going to underestimate at first how much time you require for most things. When people are new to this habit, they tend to use their schedule as an incarnation of wishful thinking—a best-case scenario for their day. Over time, you should make an effort to accurately (if not somewhat conservatively) predict the time tasks will require. The second tactic that helps is the use of overflow conditional blocks. If you’re not sure how long a given activity might take, block off the expected time, then follow this with an additional block that has a split purpose. If you need more time for the preceding activity, use this additional block to keep working on it. If you finish the activity on time, however, have an alternate use already assigned for the extra block (for example, some nonurgent tasks). This allows unpredictability in your day without requiring you to keep"

- Unknown (General)

"Here’s my suggestion: At the beginning of each workday, turn to a new page of lined paper in a notebook you dedicate to this purpose. Down the left-hand side of the page, mark every other line with an hour of the day, covering the full set of hours you typically work. Now comes the important part: Divide the hours of your workday into blocks and assign activities to the blocks. For example, you might block off nine a.m. to eleven a.m. for writing a client’s press release. To do so, actually draw a box that covers the lines corresponding to these hours, then write “press release” inside the box. Not every block need be dedicated to a work task. There might be time blocks for lunch or relaxation breaks. To keep things reasonably clean, the minimum length of a block should be thirty minutes (i.e., one line on your page). This means, for example, that instead of having a unique small box for each small task on your plate for the day—respond to boss’s e-mail, submit reimbursement form, ask Carl about report—you can batch similar things into more generic task blocks. You might find it useful, in this case, to draw a line from a task block to the open right-hand side of the page where you can list out the full set of small tasks you plan to accomplish in that block."

- Unknown (General)

"These services aren’t necessarily, as advertised, the lifeblood of our modern connected world. They’re just products, developed by private companies, funded lavishly, marketed carefully, and designed ultimately to capture then sell your personal information and attention to advertisers. They can be fun, but in the scheme of your life and what you want to accomplish, they’re a lightweight whimsy, one unimportant distraction among many threatening to derail you from something deeper. Or maybe social media tools are at the core of your existence. You won’t know either way until you sample life without them."

- Unknown (General)

"This rule attempts to break us out of this rut by proposing a third option: accepting that these tools are not inherently evil, and that some of them might be quite vital to your success and happiness, but at the same time also accepting that the threshold for allowing a site regular access to your time and attention (not to mention personal data) should be much more stringent, and that most people should therefore be using many fewer such tools. I won’t ask you, in other words, to quit the Internet altogether like Baratunde Thurston did for twenty-five days back in 2013. But I will ask you to reject the state of distracted hyperconnectedness that drove him to that drastic experiment in the first place. There is a middle ground, and if you’re interested in developing a deep work habit, you must fight to get there."

- Unknown (General)

"connections. The two steps mentioned previously are advance steps—things you do just once and can then leverage again and again in memorizing specific decks. Once these steps are done, you’re ready for the main event: memorizing as quickly as possible the order of fifty-two cards in a freshly shuffled deck. The method here is straightforward. Begin your mental walk-through of your house. As you encounter each item, look at the next card from the shuffled deck, and imagine the corresponding memorable person or thing doing something memorable near that item. For example, if the first item and location is the mat in your front entry, and the first card is the King of Diamonds, you might picture Donald Trump wiping mud off of his expensive loafers on the entry mat in your front hallway."

- Unknown (General)

"To prepare for this high-volume memorization task, White recommends that you begin by cementing in your mind the mental image of walking through five rooms in your home. Perhaps you come in the door, walk through your front hallway, then turn into the downstairs bathroom, walk out the door and enter the guest bedroom, walk into the kitchen, and then head down the stairs into your basement. In each room, conjure a clear image of what you see. Once you can easily recall this mental walkthrough of a well-known location, fix in your mind a collection of ten items in each of these rooms. White recommends that these items be large (and therefore more memorable), like a desk, not a pencil. Next, establish an order in which you look at each of these items in each room. For example, in the front hallway, you might look at the entry mat, then shoes on the floor by the mat, then the bench above the shoes, and so on. Combined this is only fifty items, so add two more items, perhaps in your backyard, to get to the full fifty-two items you’ll later need when connecting these images to all the cards in a standard deck. Practice this mental exercise of walking through the rooms, and looking at items in each room, in a set order. You should find that this type of memorization, because it’s based on visual images of familiar places and things, will be much easier than the rote memorizing you might remember from your school days. The second step in preparing to memorize a deck of cards is to associate a memorable person or thing with each of the fifty-two possible cards. To make this process easier, try to maintain some logical association between the card and the corresponding image. White provides the example of associating Donald Trump with the King of Diamonds, as diamonds signify wealth. Practice these associations until you can pull a card randomly from the deck and immediately recall the associated image. As before, the use of memorable visual images and associations will simplify the task of forming these"

- Unknown (General)

"irresponsible."

- Unknown (General)

"To do real good physics work, you do need absolute solid lengths of time… it needs a lot of concentration… if you have a job administrating anything, you don’t have the time. So I have invented another myth for myself: that I’m irresponsible. I’m actively irresponsible. I tell everyone I don’t do anything. If anyone asks me to be on a committee for admissions, “no,” I tell them: I’m"

- Unknown (General)

"When it comes to distracting behaviors embraced in the workplace, we must give a position of dominance to the now ubiquitous culture of connectivity, where one is expected to read and respond to e-mails (and related communication) quickly"

- Unknown (General)

"What’s the impact of our current e-mail habits on the bottom line"

- Unknown (General)

"They see their role as enabling others’ productivity, not necessarily protecting their own. Follow-up discussions, however, soon uncovered that this goal didn’t really require attention-fracturing connectivity. Indeed, many software companies now deploy the Scrum project management methodology, which replaces a lot of this ad hoc messaging with regular, highly structured, and ruthlessly efficient status meetings (often held standing up to minimize the urge to bloviate). This approach frees up more managerial time for thinking deeply about the problems their teams are tackling, often improving the overall value of what they produce"

- Unknown (General)

"Grant also batches his attention on a smaller time scale. Within a semester dedicated to research, he alternates between periods where his door is open to students and colleagues, and periods where he isolates himself to focus completely and without distraction on a single research task"

- Unknown (General)

"there’s one idea in particular that seems central to his method: the batching of hard but important intellectual work into long, uninterrupted stretches"

- Unknown (General)

"By focusing intensely on a specific skill, you’re forcing the specific relevant circuit to fire, again and again, in isolation"

- Unknown (General)

"you’re trying to learn a complex new skill (say, SQL database management) in a state of low concentration (perhaps you also have your Facebook feed open), you’re firing too many circuits simultaneously and haphazardly to isolate the group of neurons you actually want to strengthen."

- Unknown (General)

"To learn hard things quickly, you must focus intensely without distraction. To learn, in other words, is an act of deep work. If you’re comfortable going deep, you’ll be comfortable mastering the increasingly complex systems and skills needed to thrive in our economy. If you instead remain one of the many for whom depth is uncomfortable and distraction ubiquitous, you shouldn’t expect these systems and skills to come easily to you."

- Unknown (General)

"Men of genius themselves were great only by bringing all their power to bear on the point on which they had decided to show their full measure"

- Unknown (General)

"Let your mind become a lens, thanks to the converging rays of attention; let your soul be all intent on whatever it is that is established in your mind as a dominant, wholly absorbing idea.” This advice comes from Antonin-Dalmace Sertillanges"

- Unknown (General)

"we argue that the differences between expert performers and normal adults reflect a life-long period of deliberate effort to improve performance in a specific domain.”"

- Unknown (General)

"John Doerr, a general partner in the famed Silicon Valley venture capital fund Kleiner Perkins Caufield & Byers. Doerr helped fund many of the key companies fueling the current technological revolution, including Twitter, Google, Amazon, Netscape, and Sun Microsystems. The return on these investments has been astronomical: Doerr’s net worth, as of this writing, is more than $3 billion."

- Unknown (General)

"it was instead a blog run by a baseball stats geek turned election forecaster named Nate Silver. Less than a year later, ESPN and ABC News lured Silver away from the Times (which tried to retain him by promising a staff of up to a dozen writers) in a major deal that would give Silver’s operation a role in everything from sports to weather to network news segments to, improbably enough, Academy Awards telecasts. Though there’s debate about the methodological rigor of Silver’s hand-tuned models, there are few who deny that in 2012 this thirty-five-year-old data whiz was a winner in our economy"

- Unknown (General)

"David Heinemeier Hansson, a computer programming star who created the Ruby on Rails website development framework, which currently provides the foundation for some of the Web’s most popular destinations, including Twitter and Hulu. Hansson is a partner in the influential development firm Basecamp (called 37signals until 2014"

- Unknown (General)