

Deep Work

Author	Goodreads Link	Rating
Cal Newport	https://www.goodreads.com/book/show/25744928-deep-work?from_search=true&from_srp=true&qid=Pm6cYG4V7D&rank=1	****

Favorite Quotes

Deep work is so important that we might consider it, to use the phrasing of business writer Eric Barker, "The super power of 21st century"

The Principle of Least Resistance - ' In a business setting, without the clear feedback on the import of various behaviors to the bottom line, we will tend towards the behaviors that are easiest at the moment '

I will live a focused life, because it is the best kind there is - Winnifred Gallagher

Idleness is not just a vacation, indulgence or a vice, It is as indispensable to brain as Vitamin D is to the body. Deprived of it we will suffer a mental affliction or disfiguring as Rickets. It is, paradoxially necessary for getting any work done - Tim Kreider (Ny Times 2012)

Overview

One of the most valuable skills in our economy is becoming increasingly rare. If you master this skill, you'll achieve extraordinary results.

Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated

information and produce better results in less time. Deep work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way.

In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill.

A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world

Notes

Our mind is now getting more tuned to prioritize more shallow work over deep work and this process is not easily reversible

Shallow Work - Most often repetitive, non cognitively demanding work which we can do even when we are distracted. This adds no value to us or to the world

Networked tools (internet, smartphone, social media apps and sites, Email, IM platforms) are gradually shifting out work culture from deep to shallow

work.

Deliberate practice cannot exist alongside distraction. Myelin - a layer of fatty tissues which helps neuron to fire faster and easier, grows when you practice with focus. If you are focused on a specific skill, the corresponding neuron gets identified easily

Figure out the best times for checking email and then stick to it. For me the 3 best times are Morning 10AM, Afternoon 4PM and evening 7PM . close the outlook for every other time

In other words we always try to do the things which are most comfortable for us and take short cuts which might not be right for us.

Also it is not always easy to identify these elements and how they are destroying the culture and the roots of the company → Metric black hole means, impossible to measure.

Don't just forward mail messages with text as - thoughts or FYI. Instead write explicitly What do you need the receiver to do? If you are disciplined about this then you are telling the receiver that you encourage focusing on what we love to do rather than work mundane work

Busyness or proxy for productivity: In the absence of any visual means to demonstrate productivity, knowledge workers turn back to industrial age indicators to show their productivity, that is doing lot of stuff by visible means.

As per Mihaly Csikszentmihalyi & Reed Larson seminal experience sampling method (ESM) based study confirmed. - Human beings are at their best when immersed in something deeply challenging

You don't need a rarified job to do deep work you need rarified approach in whatever job you do, to do deep work.

We have finite willpower and it depletes when [used.It](#) is like any other muscle which gets tired when used so utilize less willpower and more habit in order to work more deeply

Rule -1: work deeply, strategies for deep work are as below:

- Approach 1 - Monastic Strategy: cut-off from everything shallow and live like a Monk, focused on deep work. David Knuth (computer geek) & Neal Stephenson (Sci-fi writer) uses this strategy.
- Approach 2 - Bimodal strategy : Alternate between shallow & planned in advance deep work cycles Minimum time period of deep work cycle Should be atleast one day. Carl Jung & Adam Grant are the followers of this strategy
- Approach 3 - Rhythmic strategy : In this you follow the rhythm & don't break the chain. You can schedule time on your calendar to do deep work & can decide what amount of time work best for you.
- Approach 4 - Journalistic strategy : This is the most ad-hoc of all the strategies. In here you identify the pockets available in the next week or month and squeeze in deep work wherever you can

Key rules for deep work

- Ritualize : Make it a ritual and a habit % Where you will work & for how long when you go deep.
- Grand gesture : The idea here is to make a ground occasion of your deep work routines From hanging DND signs to taking a week off from work. Make the occasion big to mark the significance of it.
- Execute it like a business 4DX rule
- Focus on wildly important
- Lead→ Proactive, Lag→ Post. Focus on lead measures that is what you can do before

Keep a compelling scoreboard, that is track your deep work instances

Create a cadence of accountability : weekly reviews etc.

Don't work alone:

- If you can collaborate, then do so, as it will push you further.. Also it can help both of you to feed off the ideas from each other

Be lazy:

- Shut down at the end of your workday & get your attention time to recharge. Have fun after shutting down for day 'Don't deal with any work related tasks after shut down

Embrace boredom

- In order to do this, we have to practice to resist distraction and return our attention rapidly back to a well-defined problem. We can do this by doing 'Productive Meditation' that is focusing on work problems & solution during walking, running or in current lockdown mode- cycling

Quit Social Media

- This is not such a big problem for me as I am not such a big social media fan. However, I need to watch My game time

Drain the shallows

- Don't think about eliminating all the shallow work as that is not possible Instead try limiting the shallow work & be on a watch out for it
- Schedule your day meticulously using task blocks Keep replanning as needed. I'am not really sure about this but I can try
- Identify deep work from shallow & budget for it
- Don't work beyond a certain point & work backwerds from that point - For me this could be 8PM
- Don't Let shallow work of responding to emails,, rule your day. Instead do there:
- Let the sender do more work, put sender fitter if you can If not then ask for more context if it is not clear.
- You also should do more work while replying to emails. Close the loop and don't let open ended scenarios
- Do not respond untill sender has made it worth while for you to respond.

