

If you want to reclaim 40 hrs/week (I'm not kidding), read this:

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1. Clothes

Either go full Steve Jobs and wear the same outfit every day.

Or Google "capsule wardrobe" and put together a minimalist wardrobe.

Either way, reduce the decision-making involved in getting dressed.

Reclaim: 2 hrs/wk



2. Meals

People spend 1+ hrs/day sourcing and preparing meals.

Save time with:

- Grocery delivery
- Full-meal delivery
- Bulk cooking on Sunday
- Meal replacement shakes
- Eating the same meals every day

Feed your purpose, not feelings.

Reclaim: 7 hrs/wk



3. Distracted Work

The best productivity app on your phone is called Airplane Mode (use it).

Would you rather:

Multitask for 6 unfocused hours

OR

Work 4 laser-focused hours and get ALL your important tasks done?

The choice is yours.

Reclaim: 10 hrs/wk



4. Long Meetings

You know the default "time blocks" for these: 30 or 60 mins.

Most can be shorter.

A productivity tip, courtesy of Elon Musk:

Set meetings in 5-min increments (5, 10, 15, etc.)

Or avoid unnecessary meetings all together.

Reclaim: 5-10 hrs/wk



5. Netflix

On average people watch TV for 3 hrs/day.

You could be living your dreams, but instead you decide to live someone else's.

Cancel your subscription, and thank me later.

Reclaim: 10-15 hrs/wk



6. The News

Avoiding sensationalized news is self-care.

Consider batching news consumption on a weekly basis.

I like the Economist.

Also, try Morning Brew—a short, daily newsletter that's rationally optimistic.

Reclaim: 3.5 hrs/wk



7. Personal Inventory Management

Figure out your burn rate.

You go through razors monthly?

Cool, subscribe to them on Amazon.

Ditto for other personal care items, pens, batteries, etc.

Never waste time running out to the store for a single item.

Reclaim: 1.5 hrs/wk



8. Home Cleaning and Laundry

Outsource these if you can.

Psychology says, purchases that save us time make us happy.

Reclaim: 3 hrs/wk



9. Make 'No' Your Default

Whether it's new work projects or social gatherings.

Saying "Yes" to things you don't have time for leads to unnecessary future decisions.

In the words of Mark Manson,

If it's not a 'fuck yes,'

lt's a no.

Reclaim: 5-15 hrs/wk



This thread is NOT about becoming a robot.

It IS about eliminating decisions that you don't care about.

So you can focus on those that you do.

With this newfound time, maybe you'll:

- Deepen your relationships
- Get in the best shape of your life
- Start a side hustle



In the words of Naval Ravikant:

"As long as you're doing what you want, it's not a waste of your time. But if you're not spending your time doing what you want, and you're not earning, and you're not learning—what the heck are you doing?"



My advice is this:

- 1. Review the list.
- 2. Keep what you enjoy doing.
- 3. Pare down what you don't enjoy doing.

Watch your life transform in 6 months.

Thanks for reading!

If you enjoyed this, you'll love my free newsletter—System Sunday.

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