Deep Work

Cal Newport

Introduction

Chapter 1: Deep Work Is Valuable

Chapter 1: Deep Work Is Valuable How to Become a Winner in the New Economy

Chapter 1: Deep Work Is Valuable
Deep Work Helps You Quickly Learn Hard Things

Chapter 1: Deep Work Is Valuable

<u>Deep Work Helps You Produce at an Elite Level</u>

Chapter 1: Deep Work Is Valuable What About Jack Dorsey?

Chapter 2: Deep Work Is Rare

Chapter 2: Deep Work Is Rare
The Metric Black Hole

Chapter 2: Deep Work Is Rare
The Principle of Least Resistance

Chapter 2: Deep Work Is Rare Busyness as a Proxy for Productivity

Chapter 2: Deep Work Is Rare
The Cult of the Internet

Chapter 2: Deep Work Is Rare Bad for Business. Good for You.

Chapter 3: Deep Work Is Meaningful

Chapter 3: Deep Work Is Meaningful A Neurological Argument for Depth

Chapter 3: Deep Work Is Meaningful A Psychological Argument for Depth

Chapter 3: Deep Work Is Meaningful A Philosophical Argument for Depth

Chapter 3: Deep Work Is Meaningful Homo Sapiens Deepensis

Rule #1: Work Deeply

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Decide on Your Depth Philosophy

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The Monastic Philosophy of Deep Work Scheduling

Rule #1: Work Deeply
Decide on Your Depth Philosophy
The Bimodal Philosophy of Deep Work Scheduling

Rule #1: Work Deeply
Decide on Your Depth Philosophy
The Rhythmic Philosophy of Deep Work Scheduling

Rule #1: Work Deeply
Decide on Your Depth Philosophy
The Journalistic Philosophy of Deep Work
Scheduling

Rule #1: Work Deeply Ritualize

Rule #1: Work Deeply
Ritualize
Where you'll work and for how long

Rule #1: Work Deeply
Ritualize
How you'll work once you start to work

Rule #1: Work Deeply
Ritualize
How you'll support your work

Rule #1: Work Deeply Make Grand Gestures

Rule #1: Work Deeply Don't Work Alone

Rule #1: Work Deeply Execute Like a Business

Rule #1: Work Deeply
Execute Like a Business
Discipline #1: Focus on the Wildly Important

Rule #1: Work Deeply
Execute Like a Business
Discipline #2: Act on the Lead Measures

Rule #1: Work Deeply

Execute Like a Business

Discipline #3: Keep a Compelling Scoreboard

Rule #1: Work Deeply

Execute Like a Business

Discipline #4: Create a Cadence of Accountability

Rule #1: Work Deeply
Be Lazy

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Be Lazy

Reason #1: Downtime Aids Insights

Rule #1: Work Deeply
Be Lazy

Reason #2: Downtime Helps Recharge the Energy Needed to Work Deeply

Rule #1: Work Deeply
Be Lazy

Reason #3: The Work That Evening Downtime Replaces Is Usually Not That Important

Rule #1: Work Deeply

Be Lazy

Shutdown rituals

Rule #2: Embrace Boredom

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Don't Take Breaks from Distraction. Instead Take

Breaks from Focus.

Rule #2: Embrace Boredom Work Like Teddy Roosevelt

Rule #2: Embrace Boredom Meditate Productively

Rule #2: Embrace Boredom Memorize a Deck of Cards

Rule #3: Quit Social Media

Rule #3: Quit Social Media
Apply the Law of the Vital Few to Your Internet
Habits

Rule #3: Quit Social Media

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Rule #3: Quit Social Media

Don't Use the Internet to Entertain Yourself

Rule #4: Drain the Shallows

Rule #4: Drain the Shallows
Schedule Every Minute of Your Day

Rule #4: Drain the Shallows

Quantify the Depth of Every Activity

Rule #4: Drain the Shallows
Ask Your Boss for a Shallow Work Budget

Rule #4: Drain the Shallows Finish Your Work by Five Thirty

Rule #4: Drain the Shallows Become Hard to Reach

Rule #4: Drain the Shallows
Become Hard to Reach
Tip #1: Make People Who Send You E-mail Do More
Work

Rule #4: Drain the Shallows

Become Hard to Reach

Tip #2: Do More Work When You Send or Reply to

E-mails

Rule #4: Drain the Shallows
Become Hard to Reach
Tip #3: Don't Respond

Conclusion