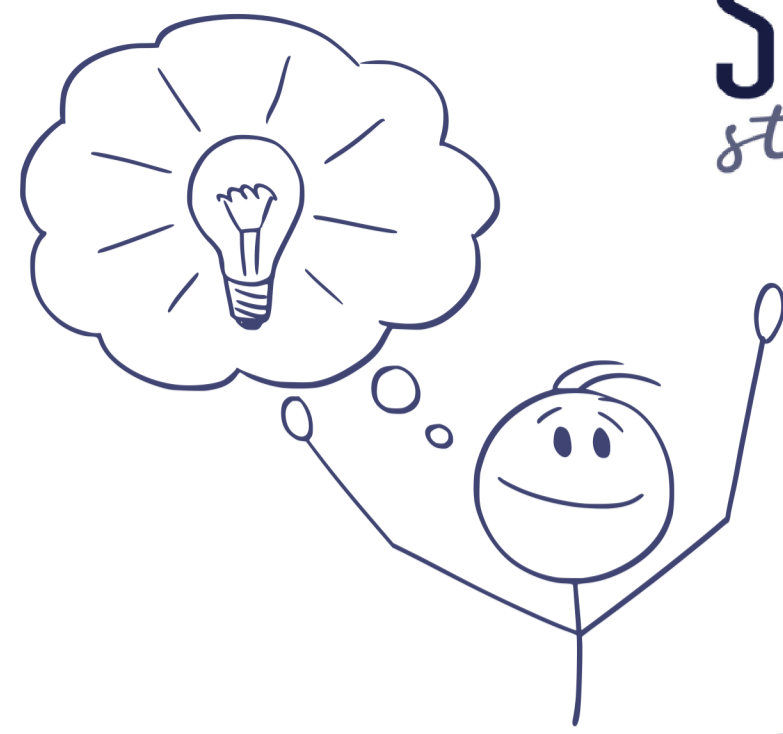


Productivity Tips:

Doing less to get more done.

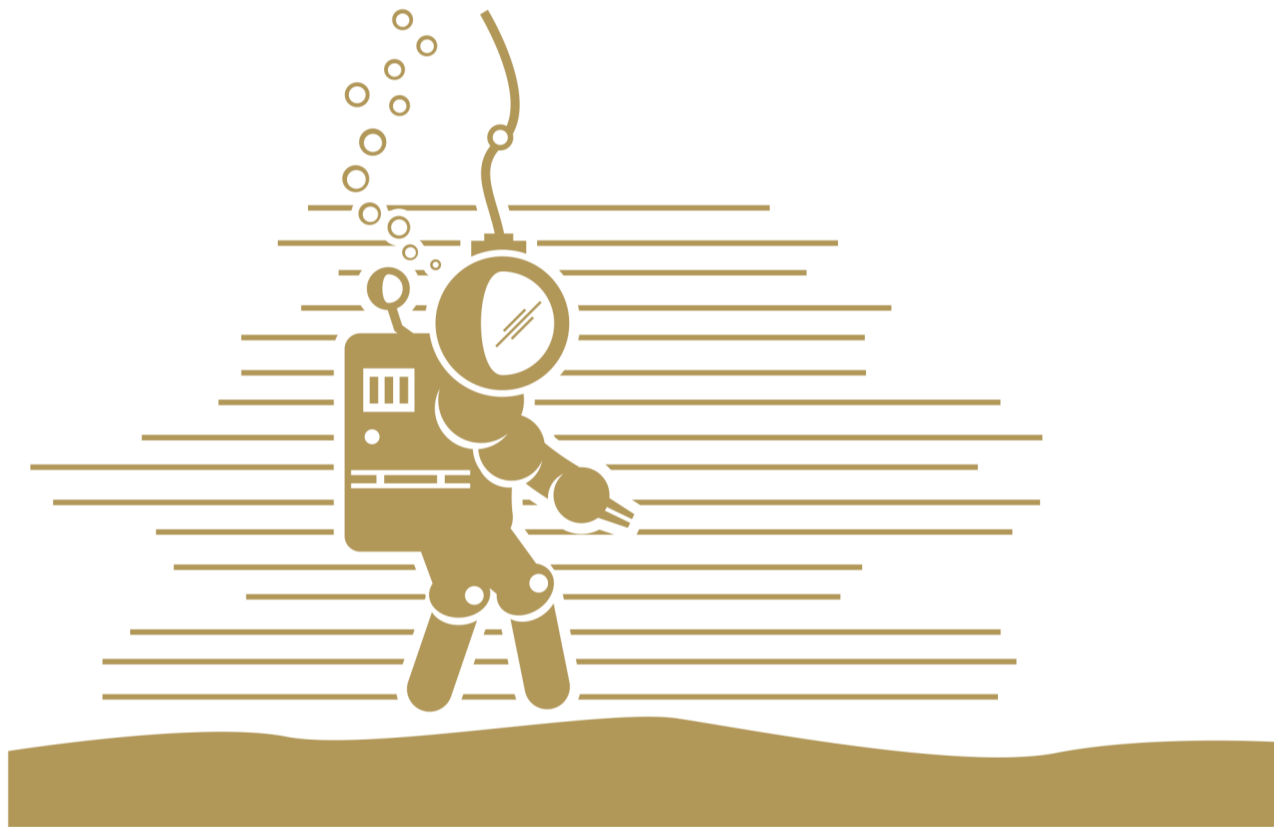


Deep Work



What is Deep Work?

Cal Newport's approach to master complex information, learn complicated things quickly or produce high quality results. Deep Work creates intense focus for cognitively demanding tasks.



Deep Work allows you to “get in the zone” or develop a flow state! Time will fly past and you will be highly productive. Be aware - coming out of the Zone - you will be both energised and tired! Don't try to have too many long sessions back to back!.



Use the Pomodoro Technique to manage your Deep Work immersions. It's crucial to take breaks to allow your mind to rest, reset, recharge! Take time for movement, refuelling and getting away from your work environment. Get into nature, go for a walk, and drink heaps of water.



Pro Tip:

High cognitive load work requires time, location, and practice to be done well. Train like an athlete to excel at thinking!



How do you do it?

Schedule Deep Work Sessions

Plan ahead, put it in your calendar as a non-negotiable appointment. Match your natural rhythms.



1

Eliminate Distractions

Create a distraction-free environment. Turn off notifications, close all tabs, get your tools ready.



2

Set Clear Goals

Define your objectives before you begin. Know exactly what you want to achieve in the session. Give yourself clear directions. Break the outcome into smaller tasks to maximise progress.



3

Train your Brain

Learn how to focus and concentrate without distraction. Practice not needing constant stimulation. Resist the urge to check Socials. Embrace the Discipline!



4

Pick the right Location

Dedicate a certain spot for deep work. Ensure it has everything you need to do the work, without distractions. Get into the zone by playing music that supports your focus. Have the Tools you need at hand.



5

Links:

- Link this with Batching Tasks by tool or type to maximise the impact.
- Couple this with Time Blocking for regular sessions of maximum impact.

