

Mindset for productivity

Zen like calm

- Systems = 2nd brain
trust them
- Keep body in tiptop
condition

My systems

Calendar + ToDo + Notion
+ Mendeley ✓

Stealth & camouflage

- Stay away from sources
of distractions
- Spend time away from desk
- Protect your attention
- limit social media

Preparedness - Use all the above tactics to
stay prepared.

"Couch work" — short term is good, long term is bad!

Work gives us meaning.

Stress triggers

- Feeling out of control
- Dealing with change
- Too many info sources
- Perfectionism
- Imposter Syndrome
- Vagueness

Ruthlessness

- Saying NO to
yourself & others
- Reduce interruptions
- Use Pareto's rule

Weapon-savvy

- Use tools as
your brain extensions

my system

Unorthodoxy

- Disrespect bureaucracy
- Think out of the box

Mindfulness

- Beware of resistance
- meditate !!

Agility

- look for opportunities
- network w/ people

Things to look out for:

1. Are they interesting
2. Good track record/
enthus?
3. Can they broaden
my strategic sense?
4. Can we collab?
5. Is there some win-win?

Attention management - Divide yourself into boss mode and worker mode.



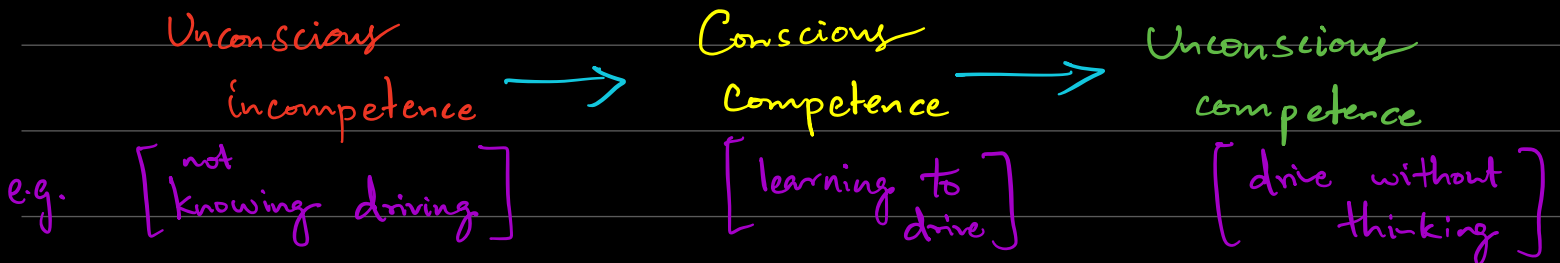
Use the CORD model to manage attn.

Protecting attention

- Internal distractions
- Get new ideas off the mind (more in Capture & Collect)
- Process email in batches (not just check)
- Don't look for info & just get distilled from info DI's
- Don't be an early adopter (no need for latest gadgets)

Fixing email [Chapter 4] - Read in more detail! It's a one time implementation.

Competence model



Always be self-aware of your competence level of the skills you use.



2nd brain

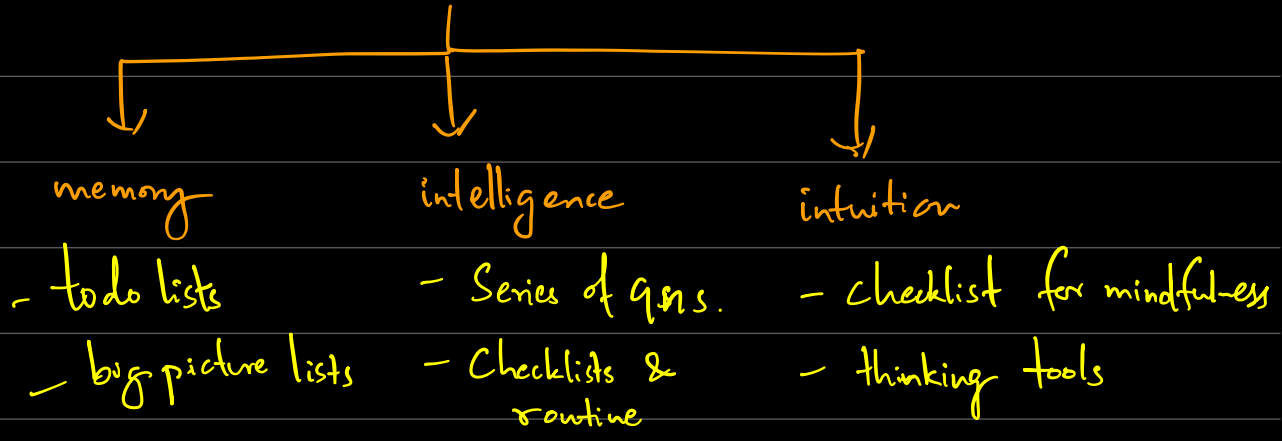
Storage

Assist in decision making

Leave the thinking to your first brain.

"Very important: Trust your second brain"

2nd brain



Capture & Collect

Any idea comes to brain → Capture it!

“Ancestor to every action is thought”

Nags → Note your nags & convert them into actions!

Places to capture ideas

- - Phones (notes app) - good idea to sync with computer
- - Pen & paper (sticky notes)
- Notion

Organize - Organize the collected thoughts

Complexity levels are different for a single ToDo list. So maintain -

- Projects list
- Master actions list
- Daily ToDo list

Project list - Anything that is not a single action is either a project or part of a project.

Project name: What is the outcome I'm seeking + How to measure success

(How to name a project?)

Master Actions list - Contains every "action" you can possibly do.

★ How to name actions - Verb, object, subject

Subdivide your master actions list -

- Project wise
- Location wise
- Attention requirement wise

Choices

2 minute rule - If an action takes less than 2 mins, just do it instead of putting it in the list.

Practical advise - Use ToDoist for master actions list, during daily checklist, schedule items for today & block calendars.

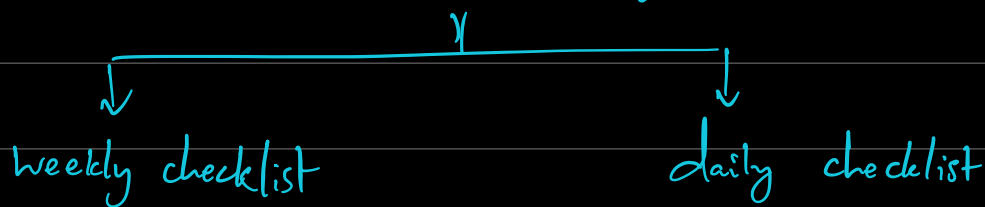
- "Waiting-for" list - Keep track of people who are doing things you want to get done.
(Can also merge with master actions list)

- Idea Park - Where good ideas live. These ideas may turn into future projects.
(I use a Notion page)

Purpose of organise phase - Get clarity about all new inputs from the Capture phase.

Review Do not switch b/w your boss & worker mode.
→ Make the boss mode more clear.

How to review - Delegate work to yourself



These checklists ensure clarity to what the worker needs to do.

Weekly checklist

- One hour per week (what are weekends for?)
- Ensure your master todo list is upto date.
- Keep familiar with the week ahead.



Points of weekly checklist

1. Zero inbox
2. Get second brain (Notion, Todoist) upto date
3. Think ahead — Visualize the coming week
4. Get ready — Prepare the things you need for the week
5. Questions? — Retrospect & rethink!

Daily checklist

<< concentrated thinking needed >>

- first 5 mins a day → sets you up for the day
- move actions to daily todos —

look @ master list → move items to daily

Once the actions are decided, worker needs to do, not ask why. Change of plans are permitted etc.

Parts of daily checklist

1. Process calendar for deadlines
2. Whats the toughest task for the day?
3. What task brings most resistance?
— Do it first thing in the day.
4. Align todo items with available attention
5. See if any dependency needs resolution



Strong habit

Do - (Putting cherries on cakes)

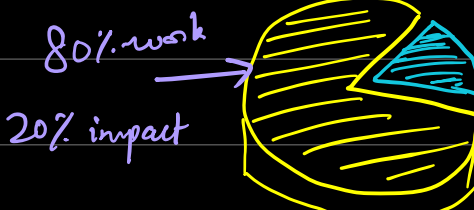
Worker Dashboard

- Todo lists
- Calendar

Tactics

- Attn. mgmt.
- Amortize setup cost
(work larger chunks of a task)
- Mix & match tasks

Things to keep in mind

1. Pareto's law →  80% work → 20% impact

2. Parkinson's law - work expands to fill available time
→ allocate less time for the same task

3. Hofstadter's law - Work takes twice as long as you think, even if you take into acct. Hofstadter's law.
→ keep wiggle room

4. Big rocks - If you are going to have any hope of fitting the big rocks into the jar (life), start with them first



More tactics

- Multitasking
- Capture the wags (make it easy)
- Pomodoro