

Deep Work

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General Ideas: Why Deep Work is important

- The abilities to learn hard things and create on a high level are most valuable in this economy
They require deep focussed work to be executed
Therefore deep work is valuable
- Our day to day lives are full of distractions
Even small interruptions hinder finishing tasks
We tend towards doing easy things instead of impactful ones
Modern work is primed against Deep Work
Therefore Deep Work is rare
- Deep Work is fulfilling

Deep Work:	Highly focus and expertise demanding work that is hard to replicate e.g. writing a book, creating something meaningful, learning a new skill, solving a hard problem
Shallow Work:	Easy, distracting work, that requires little thinking or expertise e.g. writing an email, attending a meeting, formatting spreadsheets

How to do Deep Work

<h3>1. Work Deeply</h3> <p>You have a finite amount of willpower Create routines, habits and an environment that promote deep work</p> <p>Strategies to enhance Deep Work:</p> <ul style="list-style-type: none">• Shut yourself off from the world (e.g. a cabin in the woods)• Set a block of time where Deep Work is priority over everything else• Use the Pomodoro Technique to define work and free time blocks• Use any free time to work deeply• Set rules for when and where to work• Set up everything reduce distraction• Don't shut yourself off completely. Take time to collaborate• Take regular and long breaks in between Deep Work sessions <table><tr><td>Lead Measures:</td><td>Metrics to measure what you put in to archive a goal e.g. the amount of hours spend, pages read or words written</td></tr><tr><td>Lag Measures:</td><td>Metrics that are no direct result of your actions e.g. published books, number of sales</td></tr></table> <p>The 4 Disciplines of Execution (4DX)</p> <ol style="list-style-type: none">1. Focus on the few things that REALLY matter2. Focus on Lead Measures3. Keep a Scoreboard to track your progress4. Do a regular review to check your progress and plan new actions		Lead Measures:	Metrics to measure what you put in to archive a goal e.g. the amount of hours spend, pages read or words written	Lag Measures:	Metrics that are no direct result of your actions e.g. published books, number of sales	<h3>2. Embrace Boredom</h3> <ul style="list-style-type: none">• Avoid distractions in situations when you have free time• Keep dedicated timeblocks, where you allow yourself to be distracted but don't when it is not the time• Don't even look up information on the internet in offline-blocks• Set yourself a deep task Commit to a very short deadline to achieve it Avoid any distractions, even coffee breaks until it is done• Do low energy activities like walking Memorise all the relevant facts and variables Set yourself a question to think about in the meantime• Avoid Looping Your mind tends to repeat the same things it already knows to avoid hard work. Keep that in mind to notice if that happens and force yourself to focus. <h3>Memory Techniques</h3> <ul style="list-style-type: none">• We are good at remembering scenes and spaces• Try to imagine a scene like your home• Determine a route through the rooms• Try to connect the information you want to remember with different locations• When you want to remember, imagine going through the rooms to the specific location you assigned the information to• Create metaphors and other associations for each information e.g. a famous person, a historical event or an object	<h3>3. Quit Social Media</h3> <ul style="list-style-type: none">• Mostly Social Media serves no greater benefit for your life <table><tr><td>Any-Benefit Approach:</td><td>Using a tool just because it has any benefit to it</td></tr><tr><td>Craftsman Approach:</td><td>Using a tool only if it benefits the core values of your work</td></tr></table> <ul style="list-style-type: none">• Use the Craftsman Approach instead of the Any-Benefit Approach to determine if you want to use a tool• Define the most critical goals to your values• Define what you actions to take• Use the Pareto Principle to find the 20% of the best actions and focus on them	Any-Benefit Approach:	Using a tool just because it has any benefit to it	Craftsman Approach:	Using a tool only if it benefits the core values of your work	<h3>4. Drain the Shallows</h3> <ul style="list-style-type: none">• There is no need to do more than a few hours of deep work a day• Most of the time in a workday is spend on shallow work anyway• Make a detailed plan of your workday• Divide the day into 30min blocks• Assign each block a task or batch of tasks• Define what you want to do in every minute of the day (including breaks)• If your plans change, take the time to redo the schedule• Quantify how deep the tasks you do are• Look for the amount of expertise needed to do the task <h3>Email Tipps</h3> <ul style="list-style-type: none">• Become harder to reach• Don't respond to every mail• Have multiple email addresses for different purposes• When answering emails, always look for the project it represents and the most efficient way to finish the project Then include all the information needed to execute on it• Minimize the effort to respond to the mail• Make specific statements and reduce the amount of questions as much as possible: Hi professor. I'm working on a project similar to <topic X> with my advisor, <professor Y>. Is it okay if I stop by in the la st fifteen minutes of your office hours on Thursday to explain what we're up to in more detail and see if it might complement your current project?
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