Deep Work

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General Ideas: Why Deep Work is important

- The ablitities 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 lifes 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 repicate e.g. writing a book, creating something meaningful, learning a new skill, solving a hard prob	
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

- You have a finite amount of willpower Create routines, habits and an environment that promote deep work Strategies to enhance Deep Work: - Shut yourself off from the world (e.g. albit 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 else up everything reduce distraction - Don't shut yourself off completely. Take time to collaborate - State regular and long breaks in between Deep Work sessions - Avoid distractions in situations when you have free time to the dead into the time - Nostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - Mostly Social Media serves no greater benefit for your life - 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 - Obenift to a very minute of the day (including breaks) - Set rules for when and where to work deeply - Set rules for when and where to work set your self of completely. Take - New the most of the Any-Benefit Approach to steer mine if you want to use a tool - Define the most critical goals to your values - New the precord principle to find the 20% of the best actions and focus on them - New feet in the day into 30min blocks - Assign each block at task or batch of tasks - Define what you action to its ed any into 30min blocks - Assign each block at task or batch of task - Define what you want to use a tool - Define the most critical goals to your values - Define what you actions to take - Set up everything reduce distraction - Avoid Looping - Your mind tends	1. Work Deeply	2. Embrace Boredom	3. Quit Social Media	4. Drain the Shallows
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		yourself to focus.		- Have matchine email auresses for different purposes
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		We are good at remembering scenes and spaces		Hi professor. I'm working on a project similar to <topic x=""> with my advisor, <pre><pre><pre><pre></pre></pre></pre></pre></topic>
Lag Metrics that are no direct •Try to imagine a scene like your home fifteen minutes of your office hours on Thursday to explain what we're up to in more detail and see if it might	Lag Metrics that are no direct			
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matter	matter			
2. Focus on Lead Measures				
3. Keep a Scoreboard to track your progress progress				
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progress and plan new actions				