

My Formula for Deep Work

1

ALWAYS HAVE A PLAN

Know **EXACTLY** what will be done during a Deep Work session, **BEFORE** starting it.



2

HAVE A REGULAR SCHEDULE

Know exactly **WHEN** Deep Work will start and for how long.



3

ALWAYS HAVE SUPPLIES

Make sure water, nibbles, pen and paper are easily accessible if required.



4

GET THE MUSIC READY

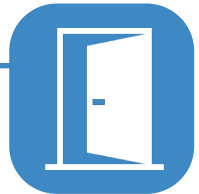
Know what music—without lyrics—will be played via headphones.



5

SET THE ENVIRONMENT

Close the door. Switch off any unnecessary equipment including phone.



6

SET THE TIMER

Set a timer for the full length of a Deep Work session.



7

START DEEP WORK

If all points above are complete, then and only then commence Deep Work.



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