

DEEP WORK CHECKLIST



✓ KEY CONCEPTS

- *Our brains cannot perform two tasks requiring high-level brain function simultaneously.*
- *When we think we're multitasking, we're actually engaged in the process of rapid task switching.*
- *When we switch from one task to another, some of our attention remains stuck with the previous activity (Attention Residue), leading to unclear thinking, increased stress, and poor cognition.*

- Block regular chunks of time in your calendar for Deep Work and mark it as 'busy.'
- Turn off all notifications, pop-ups, and alerts on your laptop, tablet, etc.
- Close all applications except the one you need for the task at hand.
- Put your phone on airplane mode.
- Work in a space where there is minimal chance of being distracted.
- Declutter your desk or work area.
- Set a timer for 60-90 minutes to allow you to work single-mindedly on a high-priority task.
- Experiment with music to improve focus; classical or symphonic music is best, at around 60 bpm.

Implementation Notes ✓