3 One Things (10 February 2022)

Hi

Here is another instalment of my Productive Life newsletter where I share 3 "One Things" to help you live a productive life in all spheres of life. I am constantly on the lookout for practical ways to be more productive and I am committed to sharing my best ideas with you every week. Here are your 3 One Things for this week:

One Thing I READ: One of the most challenging books that I have read for a long time is *Deep Work* by Cal Newport. Cal explores just how Rare and yet Valuable deep work is to our lives and unpacks what he calls Four Rules to doing deep work: (1) Work Deeply (he explores four different types of deep work and suggests a ritual to follow and other practical guidelines to help you actually do deep work); (2) Embrace Boredom (which is about not always having to have something to do); (3) Quit Social Media (which is not actually about avoiding social media all together but rather finding a new approach that ensure our lives are enriched and not harmed in the process); and (4) Drain the Shallows (which is about setting boundaries around your work day so it is contained). You can grab a copy of the book on Amazon (or read an extensive summary by The Process Hacker).

One Thing I DID: One thing I did was to produce a summary of *Deep Work* using the approach that I wrote about in a previous newsletter where I start a new page in my Notion Book Summaries database to which I add links to the authors' website and podcast, summaries by other people and most importantly, extracts from the book as I work through it on my Kindle app. Those extracts are then further summarised until I am left with the heart of the book for processing and reviewing in future. You can download a copy of the summary I made for the book HERE.

One Thing I CREATED: Something that i created recently to help you become productive is to create a sharable version of many of my Notion pages that you can easily duplicated to your own Notion system. Of course, this means you need to be a Notion user (it is a free productivity app so well worth checking out) or you can still visit the pages and adapt them to whatever program or system you are using (paper or digital). These templates won't always be freely available so you should probably grab them while they are free. Here is the LINK to a master page with links to the following pages: (1) Dashboard (a main page where everything you check regularly is stored); (2) Planner (this is my full Productive Life Planner for Daily, Weekly, Monthly and Yearly planning); (3) Mission (a page to craft and store your Mission, Roles and Goals); (4) Goals (a page to create identity-based goals for your life roles and all areas of your life; (5) Habits (a page to create and track the habits you are implementing); (6) Notes (a page to add, sort and quickly find all the notes that you take); (7) Meetings (a page to take notes in meetings and track action items); (8) Quotes (a page to create a database of all the quotes you come across for quick recall; (9) Devotions (a page to make it easy to read the Scriptures

every day and a way to reflect on what you are learning); and (10) Budget (a page to track your monthly income and expenses). Feel free to grab some of the templates or all of them! Shout if you need any extra help!

Until next week this time, I trust you have a super productive week!

Mark Tittley

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