

046: Cultivating Your Concentration with Deep Work

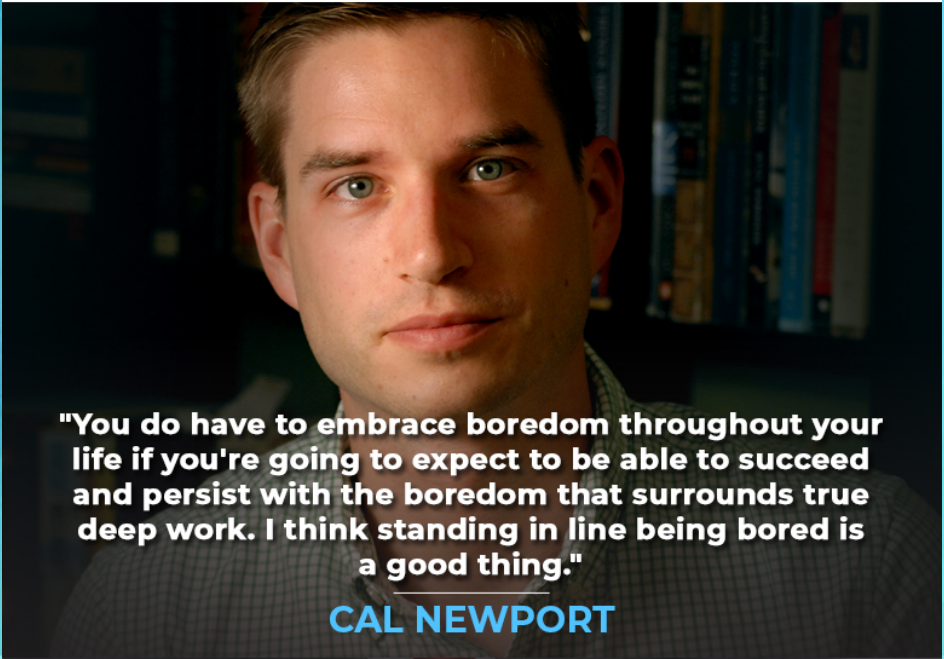
10 Point Checklist

Cal Newport

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**

A portrait of Cal Newport, a man with short brown hair and blue eyes, wearing a dark checkered shirt. He is looking directly at the camera with a neutral expression. The background is dark and out of focus, showing what appears to be a bookshelf.

"You do have to embrace boredom throughout your life if you're going to expect to be able to succeed and persist with the boredom that surrounds true deep work. I think standing in line being bored is a good thing."

CAL NEWPORT

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Take free days. Having “you” time is important, so schedule days that are completely off the grid and spend time with your family or focus on your hobbies.
- Dedicate different devices to particular types of work. For instance, if your iPad is dedicated to entertainment only, don’t have it with you while you’re working.
- Set up certain locations that you associate with deep work and focus. It could be a different office, a particular chair, or a completely different building.
- Schedule your time. The ability to structure your day can allow you to have large periods of time set aside for creative thought, and have peace of mind that everything else will still get done.
- Use tools like Freedom to help restrict access to distractions. The program blocks Apps so you can stay focused.
- If you switch your attention from one target to another, there’s a residue left from the original target that can last up to 30 minutes. Give yourself at least a half-hour before your next deep work begins, to clear your mind.
- Test out different types of productivity tools before you commit to them. Not every tool is going to help keep you on track, if it’s taking up too much of your time, drop it.
- Use Google Calendar to track your deep work blocks and keep track of scheduled appointments.
- Set specific days for specific tasks to make better use of your time. For instance, if Cal was going to record a podcast, he would only do it on a Tuesday or Thursday.
- Hire a VA to handle your email! Staying off of email will help you to stay productive, your mind won’t wander, and you won’t get distracted.

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/cultivating-concentration-deep-work-cal-newport/>