



Make Time

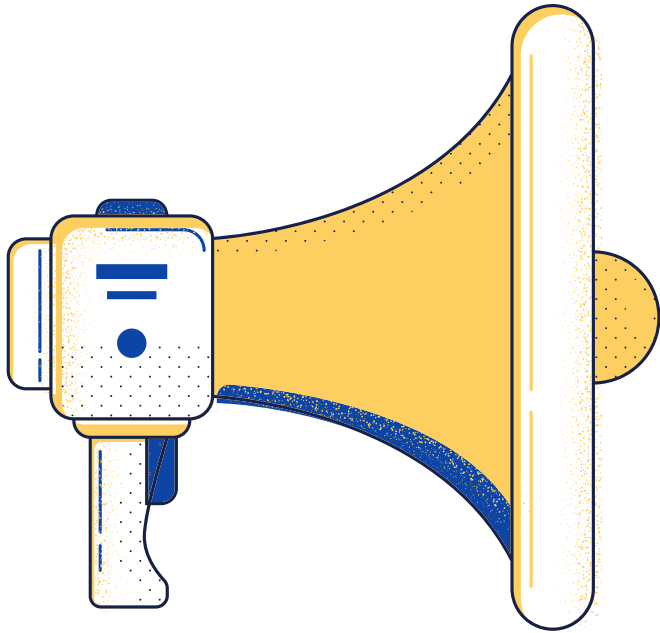
A book about productivity that doesn't focus on how we can get more done. But on how we can create time for what really matters to us.

My summary

@yolocalizo

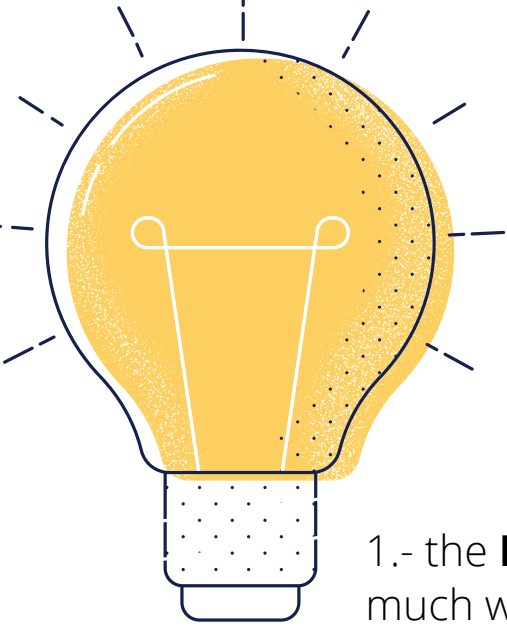


The big idea in this book



**RECLAIM YOUR TIME FROM
BUSYNESS AND
DISTRACTIONS TO DO THE
THINGS YOU REALLY CARE
ABOUT**

There is more to life than increasing its speed. —MAHATMA GANDHI



Nowadays, quite often, it feels like there are never enough hours in the day to do the things we really want to do.

But if we're honest with ourselves, it's not all the fault of the modern world we live in. We often make ourselves busier than we have to be. And when we're not at work, we're busy hooked on social media, TV, and email.

Today, we are facing two mighty forces

1.- the **Busy Bandwagon**. This modern mindset tells us that we must squeeze as much work as possible into every moment of the day. We have to be more productive and continually add more and more things to our to-do list to get more and more things done.

2.- The second phenomenon we are facing is the **Infinity Pools**, i.e., apps and services such as Twitter, Youtube, Instagram, Netflix their contents are never-ending.

Infinity Pools can be quite the time wasters

The big problem we are facing is that these two , which are already quite powerful on their own side, have joined forces to take out everything we have inside us.

At the end of the day, we are exhausted by the Busy Bandwagon, and then we jump into the Infinity Pools and passively soak up their content. The result is endless tasks and endless distractions, with us bouncing back and forth between the two all day long – day in, day out.

So, the question is: How do we escape?

By itself, productivity just leads to more busyness.

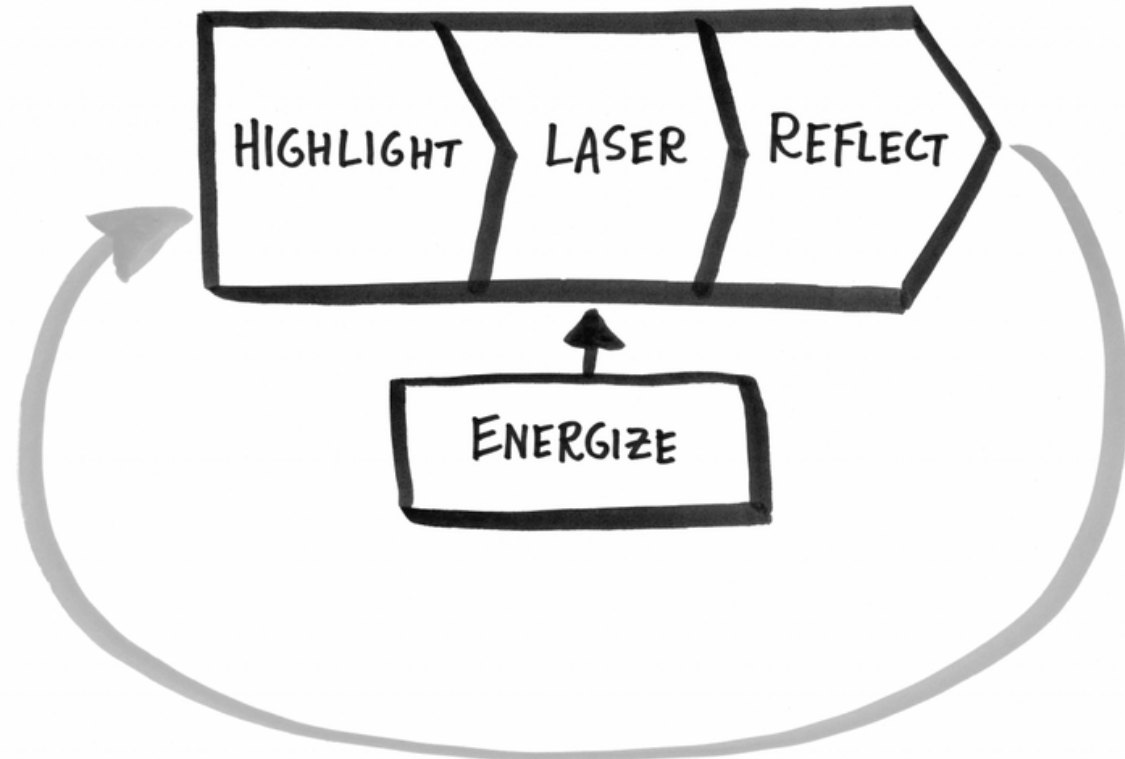
By focusing so much on getting through our to-do list as quickly as possible, we're not just setting ourselves up for failure by giving ourselves an impossible task, but we're also putting busyness on a pedestal.

Willpower alone cannot save us from distractions

Unfortunately, the idea of "just saying no" is wishful thinking. Infinity Pools have been expertly designed to overpower your resistance and suck you into their endless content. The companies that make them have a vested interest in doing so. The more we use their apps, the more money they make.

To overcome busyness and distractions, we need to change the default settings of our behavior. We need a framework to help us overcome these powerful forces

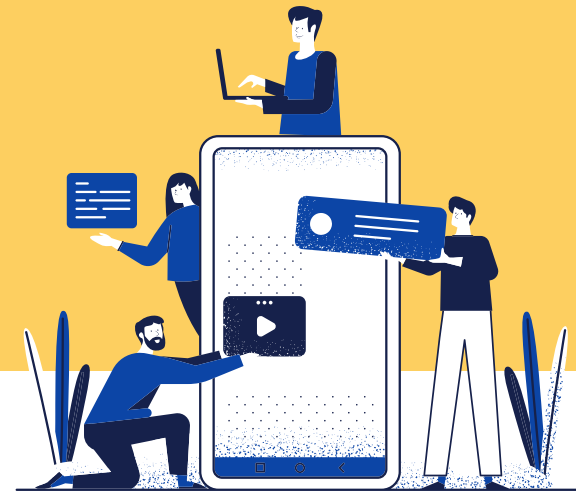
**Introducing
the Make Time
framework**



Highlight: Start each day by choosing a priority

- Asking ourselves “What’s going to be the highlight of my day?” ensures that we spend time on what matters most to us and don’t lose the entire day reacting to other people’s priorities.
- We might choose something that needs to get done.
- Our Highlight is not the only thing we’ll do each day. But it is the one that will give us the satisfaction that we have completed something worthwhile.
- Most of us can’t ignore our inboxes or say no to our bosses. But our Highlight gives us a chance to be proactive instead of letting technology, office defaults, and other people set our agenda.

Research shows that the way we experience our days is not determined primarily by what happens to us. In fact, we create our own reality by choosing what we pay attention to. This might seem obvious, but this is a big deal as it means we can design our happiness by choosing where we direct our attention.



Highlight best practices

Choose an important, satisfying or joyful highlight that can be accomplished in 60 to 90 minutes



Ask yourself

- what – if anything – is my most urgent, absolutely necessary activity or project today?
- what'll make me feel the most satisfied at the end of the day?
- what will bring me the most joy?

To find these highlights, take a look at your to-do list, your email inbox or your calendar.

The answer to those questions it's our highlight!

Laser: Beat distraction to make time

Once we found some ways to make time for our highlights, we need to have tactics to stay focused on them, avoid distractions and actually make use of that time.

Step 2 of the model is all about learning habits; try tips to help us to work on our highlight instead of being paying attention to notifications or the high temptation of the Infinity Pools

Laser Tactics

BE THE BOSS OF YOUR PHONE

17. Try a Distraction-Free Phone
18. Log Out
19. Nix Notifications
20. Clear Your Homescreen
21. Wear a Wristwatch
22. Leave Devices Behind

STAY OUT OF INFINITY POOLS

23. Skip the Morning Check-In
24. Block Distraction Kryptonite
25. Ignore the News
26. Put Your Toys Away
27. Fly Without Wi-Fi
28. Put a Timer on the Internet
29. Cancel the Internet
30. Watch Out for Time Craters
31. Trade Fake Wins for Real Wins
32. Turn Distractions into Tools
33. Become a Fair-Weather Fan

SLOW YOUR INBOX

34. Deal with Email at the End of the Day
35. Schedule Email Time

36. Empty Your Inbox Once a Week 129
37. Pretend Messages Are Letters 129
38. Be Slow to Respond 130
39. Reset Expectations 131
40. Set Up Send-Only Email 132
41. Vacation Off the Grid 134
42. Lock Yourself Out 135

MAKE TV A "SOMETIMES TREAT" 137

43. Don't Watch the News 140
44. Put Your TV in the Corner 140
45. Ditch Your TV for a Projector 141
46. Go à la Carte Instead of All-You-Can-Eat 141
47. If You Love Something, Set It Free 142

FIND FLOW 145

48. Shut the Door 147
49. Invent a Deadline 147
50. Explode Your Highlight 149
51. Play a Laser Sound Track 149
52. Set a Visible Timer 151
53. Avoid the Lure of Fancy Tools 152
54. Start on Paper 154

STAY IN THE ZONE 155

55. Make a "Random Question" List 157
56. Notice One Breath 157
57. Be Bored 158
58. Be Stuck 158
59. Take a Day Off 159
60. Go All In 159

Energy - Take care of your body to keep your mind energized

The lifestyle defaults of the 21st Century ignore our evolutionary history and rob us of energy, but with a few small changes, we can reset those defaults and power up.

We often act as if the mind were separate from the body, as if the body's purpose were to carry around the mind.

Meanwhile, we busy ourselves primarily with the mental tasks of contemporary life, such as navigating computer screens.

Of course, anyone with a body knows this isn't true. Whenever we feel mentally sluggish after eating too much food or clear-minded after exercising, we experience the connection between the mind and body firsthand. So it's clear that caring for the one requires caring for the other.

Use tactics to energize your mind and body.

Make It Personal

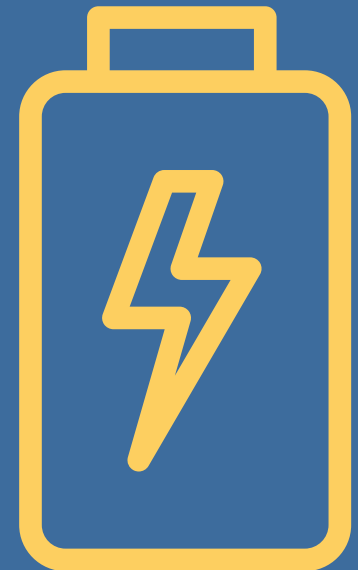
Keep It Moving

Eat Real Food

Optimize Caffeine

Go Off the Grid

Sleep in a "Cave"



Reflect: Adjust and improve your system

In the book, we are given many ideas, many tactics, 87 to be precise, but we do not have to incorporate all the ideas explained to us. The right mindset is to try them out and implement the ones that fit our lifestyle.



A hand-drawn form titled "MAKE TIME NOTES" with a "DATE" field. The form includes sections for "TODAY'S HIGHLIGHT", "LASER" (with "TODAY'S FOCUS" and a 1-10 scale), "ENERGIZE" (with "TODAY'S ENERGY" and a 1-10 scale), "TACTICS TRIED TODAY:" and "HOW DID IT GO?", "TACTICS TO TRY (OR TRY AGAIN) TOMORROW:", and "MOMENT I'M GRATEFUL FOR:". The form is drawn with thick black lines and contains some handwritten text and markings.

MAKE TIME NOTES DATE _____

TODAY'S HIGHLIGHT

DID I MAKE TIME FOR IT? YES! NO.

LASER TODAY'S FOCUS

ENERGIZE TODAY'S ENERGY

TACTICS TRIED TODAY: HOW DID IT GO?

TACTICS TO TRY (OR TRY AGAIN) TOMORROW:

MOMENT I'M GRATEFUL FOR:

Final Summary

The main reasons we feel like we never have enough time are the Busy Bandwagon and Infinity Pools: the ethos that encourages busyness for its own sake and the apps that keep us distracted with endless communication and entertainment. Productivity and willpower alone are not enough to overcome these two forces of time wastage. Instead, we need a mindful, proactive strategy to deal with them.

To that end, we can use a variety of tactics to implement a four-step strategy of choosing a daily highlight, focusing on it, energizing ourselves, and reflecting on the results.

