

In Person Cave Sequence

Use this as a guideline and checklist when facilitating an in person Cave.
This process should begin 24 hours before your Cave.

- 1) [Confirm number of Cavedwellers for your Cave via Punchpass](#)
- 2) [Book Breather](#)
- 3) [Send Details Email via Punchpass](#)
- 4) [Plan theme](#)
- 5) [Day of Set up](#)
- 6) [Mark attendance on Punchpass](#)
- 7) [Welcome Circle](#)
- 8) [Work Sprints & Breaks](#) - [SPRINT TIMER HERE](#)
- 9) [Closing Circle](#)
- 10) Leave the room how you found it
- 11) If inspired or it feels relevant, send follow up via Punchpass

BREATHER

site: <https://breather.com>

login: bats@caveday.org

pw: spelunkcity

- 1) 24 hours before your session, log in to breather.
- 2) Search for your space by date & time frame
- 3) Book it
- 4) In the pop up chat, fill out your name and the email "bats@caveday.org" - skip the survey
- 5) Write "Hi - we just booked <INSERT ADDRESS> tomorrow. Can you credit to our Breather Passport? You'll see in our notes for bats@caveday.org that we have a 24 hour booking window. Thanks!"
- 6) Click Questions about booking a space
- 7) If they don't recognize your name, try again and use Jeremy Redleaf
- 8) Once it's confirmed, you'll see it listed under reservations
- 9) Sign in to our account on the phone app to see the room code morning of your Cave

NOTE:

The booking window is 24 hours. If you have a 9am Monday cave, you can book 9am Sunday
Book a space that can accommodate the number of Cavedwellers signed up for your Cave
Flatiron & Soho tend to be the best neighborhoods
Ensuite kitchenette is a big bonus

PUNCHPASS

site: <https://app.punchpass.com/session/new>

login using your username and pw

- 1) Find number of Cavedwellers on the homepage to the right of your Cave
- 2) Click into the class
- 3) Identify if you have any first-time Cavedwellers. If it says "Pre-Pay" next to their name, they're likely new. Once in The Cave, make sure you check in with them
- 4) Click "Compose Email"
- 5) Notify Cavedwellers of the location ([see suggested copy below](#))
- 6) Add location to Calendar
 - a) <https://app.punchpass.com/notices> (Or go to Home > Class > Add/Edit Calendar Notices)
 - b) Create a New Calendar Notice for the day of your Cave
 - i) Header: [Date] Cave Location (example: 10/21 AM Cave Location)
 - ii) Body: Address
- 7) Day of, mark attendance
 - a) Go to Home page and click on the date of your event
 - b) Click on "Mark Attendance For This Class" on the left side of screen
 - c) Once a Cavedweller arrives, click on their name to mark attendance
 - d) Mark No Shows after your Cave is completed

Suggested copy for Details Email via Punchpass

Subject: Cave Location || Monday, 3/4 9:30am

Body:

Cavedwellers! Here are the details for tomorrow:

9:30am sharp

Breather

<INSERT ADDRESS>

Any problems? Call me at <INSERT YOUR PHONE NUMBER>

Meals and snacks are not served so bring sustenance if you so desire
Bring a water bottle and headphones

FIRST-TIMERS please come 5-10 minutes early

A few good reminders:

- Our intention in The Cave is full focus on one task at a time.

- Scope your work ahead of time.
- Work on the hard and important thing first.
- Pre-determine when you're switching tasks. Not when you're bored or stuck.
- Don't leave it to chance: use a distraction blocker. Recommendations at <http://caveday.org/tools>

DAY OF SET UP

- 1) Access code to Breather emailed 10 min prior to booking time
- 2) Set out extension cords so all participants have access to a plug
- 3) Lay out coasters, sprint planners, and phone box near the entrance of the space
- 4) Light candle
- 5) Lights in the room should be off
- 6) Crack door and leave open

WELCOME CIRCLE

Welcome the group and set the tone

Once Cavedwellers arrive and settle in, gather them in a separate space and form a circle.

Welcome the group. Make a joke to loosen the tension. Pump them up for what they're about to do. They're here because deep work is hard and it's better in a group.

Opening Ritual - Cross the threshold into a transformative space

Every Cave begins with a ritual - a way of setting the tone for deep work to occur. As soon as a participant crosses the threshold, they are officially in "The Cave."

- 1) The candle is lit
- 2) Each Cavedweller is given a piece of flashpaper
- 3) The flash paper can represent something they don't want to bring into The Cave (a mental block, a distraction on the internet, fear of failure or messing up)
- 4) One at a time, Cavedwellers burn their flashpaper as a way of burning their distractions

Note: It's important to delineate "work space" from "non-work space" so people can distinguish between productivity and recovery. If possible, gather away from desks.

SPRINTS & BREAKS

Sprints - Lose track of time and manage focus stamina

Every Cave should be 4 sprints. Research differs on what the optimal sprint length is. Some say 25 minutes, others say 45 minutes. We find longer sprints work better in the morning and shorter sprints in the afternoon when energy starts to dip. We do not share how long the sprints are going to be. Use a bell, timer, or computer sound/music to signify the end of sprints

Breaks - Breaks help us recover from the last sprint, and re-energize our work

Each break between sprints should take no more than 3-7 minutes as a recovery and refueling break. Energy tends to dip in the afternoon so choose higher energy activities to help. You may choose to do the activity at the beginning OR at the end of each break. Before re-entering the next sprint, countdown to the start.

Physical Breaks

- Calisthenic
- Stretch
- Refuel and Hydrate
- Do an Action (pick a verb)

Mental Breaks

- Create Something
- Mental Challenges
- Activity
- Chill out
- Social
- Just for fun

CLOSING CIRCLE

Recognize the struggle and celebrate the wins

Bring the Cavedwellers back together as a group. Start by cheering them on and thanking them for the hard work they accomplished. Open up the floor for sharing & shoutouts, wins & challenges.

Wrap up by sharing the reasons Caveday exists. Reconnect the theme and how it applied to their experience. Close with another ritual like the wave or clapping together at the same time. Tip: Closing the same way you opened can be a powerful and satisfying experience.