

Some Notes on Productivity

These notes were made for a presentation on productivity. Please feel free to add to them, rearrange them, or leave comments or questions on them.

[Intro](#)

[Caveats](#)

[General info and outline of talk](#)

[Questions and discussion at the end of the presentation](#)

[My not very informed guess at where some of the bigger possible productivity gains are](#)

[Nailing the fundamentals](#)

[Doing the rights things rather than doing any old thing efficiently](#)

[Reflective Practice](#)

[Establishing Productive Habits](#)

[Some quick ideas regarding things that may be particularly productive habits 1](#)

[Some quick ideas regarding things that may be particularly productive habits 2](#)

[Task Management Systems](#)

[Nootropics](#)

[Some other habits/ approaches that seem useful](#)

[Remote meeting best practices](#)

[Some quick work environment tips](#)

[Some quick thoughts for possible changes to working equipment that may increase your productivity](#)

[Time saving computer tips](#)

[General](#)

[Reading tips](#)

[Typing](#)

[Google docs tips](#)

[Gmail tips](#)

[Google Chrome/ Internet Browsing](#)

[Google search tips](#)

[Google Scholar](#)

[Slack](#)

[Facebook](#)

[Smart phone](#)

[Overcoming procrastination](#)

[Coming up with productivity ideas](#)

[General Resources](#)

[Other items that seemed not worthy of mention above](#)

[Flow state](#)

[Google calendar](#)

Intro

So as everyone probably knows, today I am giving a presentation on productivity. For anyone who hasn't seen I have posted the slides for this presentation to slack.

I will probably talk for 20-30 minutes. Then I am hoping we will have some time for people to note some action points for themselves of certain productivity techniques that they would like to 10-15 minutes at the end for questions and discussions. Please also feel free to ask questions or leave comments during the presentation.

Caveats

I am not that confident in a lot of things that I will talk about today. I don't claim to be an expert. I like to think of myself as fairly productive but yeah this is certainly not something that I have mastered myself. There also doesn't seem to be much scientific literature in this area. I also spent a limited time on this presentation so there could be important things that I missed. With all that being said, please do take the things that I say with the appropriate amount of salt.

Another caveat is, productivity seems to be an area where there is a lot of variation from person to person: Some of the things that I say could apply to some of us and not to others. To be clear, what applies to some people may not apply to you, what applies to you may not apply to other people in this context. I think some of the things that I talk about today are things that work well for me, but yeah, varies from person to person so other things may work better for you.

Experiment and evaluate on yourself. Also remember that we aren't making widgets. We are instead often working on more completed things so it is hard to measure your own productivity.

General info and outline of talk

Start with bigger picture and then move towards smaller picture.

More focused on personal productivity than on team.

Have gone for breadth rather than depth.

Really encourage people to note down ideas that they think are productive and then attempt to implement those ideas.

Questions and discussion at the end of the presentation

Note down anything that you think will be particularly useful and that you would either like to look more into or would like to implement. Share those things.

You will have time to take the time vs money quiz.

Interested in people's thoughts on where some of the biggest productivity gains are.

General questions and discussions at end.

My not very informed guess at where some of the bigger possible productivity gains are

Nailing the fundamentals

- Get adequate sleep. (if not getting 7-9 hours of sleep per night then you should have a good reason for that).
 - Naps. Night mask, earplugs, mattress, melatonin supplements.
 - Keep in sync with your body's natural sleep-wake cycle
 - Control your exposure to light (bright light during the day- no light for sleep), Use f.lux on your computer. Blue light makes it hard to sleep. So f.lux add on.
Exercise, be smart about what you eat and drink close to bedtime, trying to wake and sleep at consistent times, Set the temperature in the room,
- Eat well, benefits to own health and productivity, [Harvard healthy eating plate](#). Vit B12, Iron, Make sure you get adequate Omega 3. Magnesium? Drink lots of water. Sustainable glucose level in the blood stream. Maybe prioritize things with low glycemic index.
- Exercise. My own experience seems to be that it benefits my productivity and happiness. If it is something that you struggle with consider following a fitness plan.
 - Resource: [Rob Wiblin's brain dump about exercise](#)
 - I think that it is worth getting a step counter
- Generally take care of yourself

- If you have mental health problems you should make sure that you're on top of them.
- Take care of your wrists.
- Take breaks at the right time. I can only do 90-120 mins on something before I think that I need a break. Take days off.
- Beware burnout
 - Burnout is an actual medical condition. You can get diagnosed with it by a doctor. Burnout has its own code in the International Classification of Diseases.
 - Burnout creeps up on you. You may not know you have burnt out until too late.
 - Many people who have burnt out say something along the lines of how they thought that they would never burn out. If you think you are not at risk of burnout- you are wrong.
 - People go through a burn out and are never the same again.
 - The consequences of it and the nature in which it happens are so serious that burnout is something that you should take seriously.
 - You might want to look at my work-life balance from last year. ([link](#))
 - This is a marathon, not a sprint.

Doing the rights things rather than doing any old thing efficiently

- Productivity can sometimes be used to mean just doing any old thing efficiently; but true productivity is doing the right things efficiently. To work out what the right things to do are:
 - You need to understand what the goal or goals are.
 - Goal factoring is this CFAR technique where you try to understand why you're doing x. Then you realize that you're doing x to achieve y, then consider if there's a better way of achieving y.
 - You need to understand what the various options available are.
 - Beware of framing things too narrowly.
 - Always brainstorm/ think about possible alternatives.
 - You need to be able to evaluate which of the options is best.
 - Beware cognitive biases.
 - Know that you (human) probably are too caught up in short-term emotion.
 - Beware the confirmation bias- I think this is the most powerful of all biases. Actively seek out disconfirming evidence.
 - Beware overconfidence. I think that we (humans) often assume we know more than we actually do.
 - A lot of the above ideas come from [Decisive](#)
 - Learn to say no.

Reflective Practice

- [Reflective practice](#)
 - It is a process of studying your own experiences to improve the way that you work, studying your own life to improve the way that you live.
 - To some extent, you have to debug yourself. I don't really know what anyone else's specific productivity bugs are. I think that reflective practice could really help with this.
 - Be hungry for feedback about how you could do things better.
 - Never make the same mistake twice
 - Incrementalist experimentalist. Try new things and evaluate. Iterate towards perfection.
 - Don't be afraid to switch things up if they've stopped working for you.
 - I think that keeping a journal can be really useful
 - I think there is some literature on reflective practice for nursing, teaching, and social work.
 - "A key rationale for reflective practice is that experience alone does not necessarily lead to learning; deliberate reflection on experience is essential."
 - Cyclic pattern of experience, reflection and the conscious application of lessons learned from experience.
 - Post-mortems are a good idea. Lifelong learner
 - https://en.wikipedia.org/wiki/Reflective_practice

Establishing Productive Habits

- Establishing productive habits are the key to productivity.
 - [The Power of Habit: Why We Do What We Do in Life and Business](#)
 - Cue, behaviour, reward.
 - Trigger action plans can be useful in establishing habits
 - Habits start out as weak as cobwebs but they end up as strong as iron.
 - One way that could be helpful is to make it costly to fail to do what you say you'll do. For example, you tell a friend that you have to do 8 hours work a day or you pay them \$50. Or donate to an organization that you really dislike.
 - Habitica can be fun to. Habit RPG
 - Beeminder.
 - [Tiny Habits](#)

Some quick ideas regarding things that may be particularly productive habits 1

- A morning routine that sets you up great for the day. There are some interesting ones out there. Give it a google!
- Regularly meditating
- Incrementalist experimentalist. Try new things and evaluate. Iterate towards perfection.
- You're the average of the five people that you most associate with. Surrounding yourself with productive people then you will be more productive.
- Journaling everyday
- Reading everyday,
- 80-20 (Pareto principle) rule. 80% of the benefits come from 20% of the effort.
- Two minute rule: If it takes less than two minutes then do it now.
- Be willing to make money for time trades. There will be a test on this later. So a good example of this would be paying to have your groceries delivered or using amazon to deliver something rather than you doing so. I have heard of people using virtual assistants as well.
 - Figuring out what your time is worth to you and then buying all the best buys under that threshold. This seems like a [good test](#) to figure out how much you value your time.

Some quick ideas regarding things that may be particularly productive habits 2

- Growth mindset/ Grit (e.g., nothing is beyond my grasp) Carol Dweck. Some replication problems with this from memory.
- Setting aside time to invest in yourself with professional development,
- Stick to a schedule if working remotely.
- Pomodoros. I can only work for ~2 hours before I need to take a break. Some people really say that it works wonders for them. 30 mins on 7.5 mins off.
- Deep work
 - Multiple hour blocks where you work on a project without interruption.

Task Management Systems

- Write down the three most important tasks in the morning.
- 2 fold. Individual and team level.
- Individual. Task management system needs to capture and do review and prioritization.

- I am a fan of the to do list (I just keep one in google docs) and honestly haven't really tried many other things.
 - Break larger tasks into smaller actions on the to do list.
 - Heard that todoist app is good.
 - Doesn't have collaboration but we have that elsewhere.
- [Getting Things Done](#): Capture, Clarify, Organize, Reflect, Engage.
- Team. Trello. I think we want a a trello style app to track the workflow.
 - Workflow. "To do", "doing", "done"
 - Calendar.
 - I don't think it has dependencies (i.e., have to do this before that type relationship)
 - We might want to look into a power up that is able to do those dependencies. ([For example](#))
 - Powerful analytics when integrate time tracking into project management software that we might be missing out on.
 - Maybe we should look into add-ons or API's that would allow us to track time spent on certain trello tasks. ([For example](#))
- There might be other project management tools that would be better. Not sure that important.
 - But if anyone's interested here are some possible leads:
 - Wrike.
 - Zoho.

Nootropics

- I don't think I am highly informed.
- Creatine. Weak evidence it improves IQ in vegetarians, increases SWB, decreases fatigue, decreases depression, also helps with musculature.
- Iron supplement. Weak evidence that decreases your chance of depression. Depression kills your productivity.
- Vitamin D supplement.
- Small amounts of sugar throughout the day.
- Caffeine and L-Theanine, we all know what caffeine is.
- Piracetam + Choline, Improves memory, decreases cognitive decline,
- Melatonin, improve sleep quality and decreases amount of sleep time.
- Modafinil/Adrafinil, increase in cognition, decrease in fatigue, increase in working memory, increase in SWB, increase in alertness, Increase in attention, increase motivation, Adrafinil has bad effects on liver.
- Resources that could be useful:
 - [Examine.com](#)
 - [Gwern.net](#)
 - [Slate star codex nootropics survey](#)

Some other habits/ approaches that seem useful

- Information diet. Generally try not to read/watch news.
- Don't reinvent the wheel. Use the work of others wherever you can.
 - Use templates in google docs and spreadsheets.
 - Ask yourself who has already done work that is relevant to the project that I am working on? To what extent can I use their work in the project that I am working on?
- Batch similar tasks. E.g., responding to comments, responding to emails, checking slack threads, running errands.
- Listen to things at 1.25 or 1.5 or 2 times the speed.
 - Youtube, Listen Audio book listener, putlocker
- Seems like most people have a certain time of the day in which they are more productive than others. Find your time and own your time.
- Not being afraid about asking for help.
- I don't think you should multi-task. Avoid excessive switching costs. Reduces your ability to have prolonged focus.
- Deliberately training your focus muscles. Minimize distractions. Don't multitask. Pomodoros can help with this. Think of it as a muscle. I think meditation really helps with this. Diet so that you have adequate energy, Exercise helps. Make sure you're comfortable. Nootropics can really help with that too.

Remote meeting best practices

- Well planned out meeting agendas sent in advance of meetings. That way people can think over topics.
- Timebox in the agendas to decrease the amount of time spent in meetings.
 - If you cut one five-person meeting every other day from one hour down to 45 minutes, you will gain back 12.5 hours a month of work time. That's roughly 150 hours a year -- almost a month of work!

Some quick work environment tips

- Have water close (in the same spot- minimize attention needed!) drink throughout day
- Motivational quotes on that wall on the desk
 - Probably best to come up with your own or google them.
 - Affirmations/ positive visualization?
 - Probably best to come up with your own or google them.

- “I feed my spirit. I train my body. I focus my mind. It’s my time.”
- Define boundaries if working remotely. Have a work spot.
- Might be something to getting dressed professionally. Have designated work clothes.
- Use ambient noise.

Some quick thoughts for possible changes to working equipment that may increase your productivity

- Optimizing your primary working device
 - RAM: probably want 12 to 16 gigabyte of ram. You can buy ram if you don't have that much and that may be cheaper than updating device.
 - I think Solid State Drive > Hard Drive
 - Consider buying a monitor.
 - Consider buying a keyboard. Especially if it is an ergonomic one
 - Ergonomic mouse. Or just a mouse.
- Invest in Noise cancelling headphones. Try mine. Could hear my heartbeat.
- Invest in desk or standing desk
- Invest in office chair
- Have easy way to write things down/ record things. Have a thought capture device.
- Get the lighting in the room right. Maybe use daylight lamps, or multiple lights.
- High speed internet access
 - Network router
- Use chrome or firefox because they are the fastest web browsers. I am going to talk bit more about web browsing later.

Time saving computer tips

General

- A lot PC focused sorry MACs!
- Use keyboard shortcuts
 - Alt tab to cycle through windows.
 - Windows key and d to view desktop
 - Windows and number to launch program on tool bar
 - Windows key and e to launch file explorer.
 - Windows and arrows to snap windows.
 - Ctrl shift escape will give task manager directly.
 - Use windows shift s to take a snippet of the screen
 - Tab key to jump through boxes on form
 - Create shortcuts for programs with properties and then selecting their shortcut

- Defragment your hard drive
- Manage automatic application launches- Reduce the number of programs running at start up so that only the essentials run.
- Read installers and don't let them install toolbars etc.
- Bypass the sign in screen by netplwiz in windows search bar and then deselect users must sign in

Reading tips

- Keyboard shortcuts
 - Use ctrl f
 - Zoom keyboard shortcuts
- Try to skim/ speed read things for points of interest.
 - E.g., don't subvocalize. Try to just look at the words and know their meaning.
- Know what you want
 - Skim first sentence in each paragraph to know if you want to read it
- Generally just try to read the parts that you need and skip the rest.

Typing

- Learn to touch type!
- Learn Useful Keyboard shortcuts
 - Ctrl shift v to paste as plain text.
 - Ctrl and backspace will delete entire word.
 - Ctrl left and right arrow to move cursor to beginning of each word,
 - Don't bother deleting just type over it.
 - ctrl and arrows to jump cursor to in front or behind
 - Shift and arrows to highlight text
 - Ctrl a to select all items in doc
 - Ctrl insert also copies and may be faster than ctrl c
 - Likewise shift insert to paste
 - Ctrl z for undo ctrl y for redo
 - Ctrl home to go to beginning of document
 - Ctrl end to go to the end of a document
- Use text substitution product [e.g.](#), brb-> be right back. Etc.
- Consider using dictation software. Think about using dragon dictation software

Google docs tips

- Get Google drive offline and offline sync
- Use keyboard shortcuts
 - Ctrl / to look at the keyboard shortcuts
 - Ctrl shift y to define a highlighted word. That also gives a list of synonyms.
 - Related use the explore function in bottom right.

- Ctrl alt number to apply headings
- Ctrl shift 8 for bullet point
- Ctrl shift 7 for numbered list
- Ctrl alt 0 to apply normal text
- Ctrl alt m to comment in google docs
- Alt enter to click link in google docs
- Use control K to add links
- Use control+/ to remove formatting
- Ctrl shift v to paste plain text (without formatting)
- Ctrl shift f to minimize the menu in google docs.
- Use revision history in google docs
- Google voice typing. (this seems to work okay)
- Use bookmarks in Google Documents to link to paragraphs
- Set expiration range on someone's access to a google doc link
- Docsecrets might be useful as it allows you to leave comments on a document that then only specific other people can see.

Gmail tips

- Use labs in Gmail
 - Preview pane in Gmail
 - Use auto advance in Gmail
 - Look at your calendar in Gmail through Labs
- Use keyboard shortcuts
 - Ctrl enter to send an email.
 - Ctrl r to reply to an email.
 - C to compose in gmail
 - R to reply
 - A Replies to all
 - Press e to archive an email while you are looking at it
 - arrows to go up and down emails in inbox
- Consider getting Gmail offline
 - Being able to make use of your downtime (plane rides, bus rides, doctor's office waitings) if you feel like it. These days, many of your tasks can probably be completed on a smartphone.
- [Inbox zero](#)
- Enable send and archive
- Unsubscribe pretty ruthlessly
 - Unroll.me
 - Unsubscribe from 5 and put another 5 into a roll up.
- Use productivity add ons for gmail
 - Maybe use the checker plus add on for gmail

- Boomerang for sending later and pausing inbox.
- Maybe if you don't read google doc comment notifications over email then turn off email notifications for them.
- Maybe have different inbox tabs in gmail
- Consider using tasks in Gmail.
- Use groups in Gmail. For example, research to email all in research team.
- Use undo send in Gmail
- Maybe use read receipt so you can see if someone opens your mail.
- Use the search function.

Google Chrome/ Internet Browsing

- Use keyboard shortcuts!
 - Ctrl shift tab to switch one tab to the left, ctrl tab to shift one right
 - Use space bar to scroll a web page
 - Shift and space to scroll up on a web page.
 - Ctrl and + to zoom, ctrl - to zoom out, ctrl 0 to default
 - Ctrl click to open something in a new tab
 - L to jump forward ten seconds in youtube video and j rewind ten seconds
- There are useful Add ons for productivity
 - Have an add on to save tabs Toby or One tab seem good for this.
 - Lazarus form recovery
 - Consider using a password App. Lastpass seems like it might be a good choice.
 - Use Adblocker plus
 - Rescue time for tracking productivity
 - Install momentum add on
 - Google keep as an add on.
 - Grammarly
 - [Look at the Top Picks for productivity add ons](#)
 - Remove any unused
- Pin or bookmark often used tabs in google chrome.

Google search tips

- Eablogs.net to search for what EAs have already blogged on a topic.
- Go to the search settings page <https://www.google.com/preferences>
 - Change results per page to increase from ten if you want to decrease time spent clicking next.
 - Meh- Open each search result in a new browser window
- Define "word" in google as a dictionary
- Use quotations to narrow search in google. E.g., "leaflets" means results must have the word "leaflets" in them
- Search within sites with site: (find content from a single site)

- Just use the search bar to search
- Remember to use minus when you don't want the search results to contain that word. E.g., "-kieran" to exclude kieran results from results.
- Search for type of file filetype: Filetype:pdf to search for pdf's.
- * is a forgotten word.
- Limit time period by using tools
- related: to give related sites
- Intitle: to search for pages with something in their title
- ~ for synonyms
- Use .fr or .uk to search google for a given country
- Location:county name to search for news from a given country

Google Scholar

- Same search shortcuts as with google.
- Increase results page from ten to 20
- Use the cite and cited by feature
- Use since year function/ date function
- Click envelope to set up an alert
- Click on the author's name- can receive email for new publication
- (airport OR airports OR airline) (scan OR scanner) (ethics OR moral OR rights OR risk)
- "airport security" AROUND(3) body scan
- Author:green in google scholar to search for green author

Slack

- You might want to do notifications for only direct messages and perhaps specific words
- Use the up arrow to edit a message previously sent.
- Maybe check slack first thing in the morning, then just before lunch and then before you go offline.
- Use threads in Slack
- Sidenote: Open Phil have this system of rapid communication through emojis.

Facebook

- Turn off auto-play videos in Facebook
- Check Facebook notifications 1 to 2 times per week
- Use Fb's save for later function
- Curate your news feed

Smart phone

- Put important stuff on your lock screen
- Apps to scan documents from your phone.
- Invest in email app over phone if you're using that a lot
- Swiftkey keyboard on your phone will increase your typing speed
- Show notification on lock screen

Overcoming procrastination

- I have really looked much into this.
- Relevant LessWrong posts: [Beat procrastination](#), [how to beat procrastination](#).
- Use App/ web page blockers for certain times of the day.
 - The [StayFocusd extension](#) can block out the entire work week, but you could similarly use RescueTime's "Get Focused..." feature at directed times.
 - You can empower yourself to control your browser usage with Google Chrome Extensions:
 - [Facebook Newsfeed Eradicator](#): this makes Facebook less addictive, without detracting from the main parts that make it fun and useful,
 - [Hide YouTube comments](#)
 - [Site-blocker](#): This blocks addictive sites altogether

Coming up with productivity ideas

- Maybe be worth having a better process for Idea generation.
- Assign someone to think up productivity ideas and suggest them.
- Periodically to exchange ideas on how best to achieve your strategic priorities and improve processes and procedures.
- Maybe when you come across a good idea you can add it to the google document on productivity.

General Resources

- I have put everything in this presentation into [a google doc](#) so people should be able to add to it.
- This [lesserwrong article](#) was a good overview.
- [Good article on productivity apps](#): I find that PCmag is generally good for tips and tricks
- Searched Google and Google Scholar for academic research on productivity (I couldn't really find anything).
- Cal Newport, Tim Ferris and David Allen seems to be a big name
- Download e books from b-ok.org

- Consider implementing the following [daily reflection routine](#)
- Randy Pausch's [lecture on time management](#) is a really good presentation on productivity techniques.
- [The little book of productivity.](#)

Further notes:

Hit Windows Key-Period(.) to pop up an expanded bottom-right menu of emojis, "Kaimoji" characters built from unicode characters, and a wide array of miscellaneous symbols.

Ctrl I to jump to address bar

- + To cc someone over email.

Other items that seemed not worthy of mention above

Trading time for money

Pay someone else to do my chores

Pay someone else to do my shopping

Gyming at home will save commute time

Paying for a cleaner

Automate repetitive tasks

Practicing meditation <https://www.tarabrach.com/meditation-resting-reality/>

Accelerated learning?

Treadmill desk?

The fastest way to cut a cake is with dental floss.

get laundry washed and folded, and my shirts cleaned and pressed, by professional cleaners.

Invest money

Self-driving cars.

Go on a media diet.

Check my emails in the morning, before lunch and then before clocking off.

<https://waitbutwhy.com/2016/10/100-blocks-day.html> 1000 minutes, 100 blocks of ten minutes per day. 48 on work.

- Stream movies/shows over putlocker and watch at 1.2 times speed.
- Bulk prepare food.
- Have a regular place for things and put them back when you're done with them.
- Eat basically the same thing for breakfast and lunch everyday.
- Don't read news
- Don't watch the news.
- Food shop online
- Minimalism
- Personal Productivity Stack Exchange
- Use camelizer in Amazon
- Spend a few minutes preparing for the next day.
- Use invisible hand Add on to check prices
- Pdf drive for free ebooks
- Use ugly add on in Gmail to know if anyone is tracking you
- I wonder if key performance indicators are going to be helpful
- It might be worth thinking about a consultant.
- Job rotation
- Enable copy and paste in the Windows command prompt While you're tinkering with the command prompt shortcut, if you right click it > head to Properties > Options > and check the box next to "QuickEdit mode" you will be able to select text with left click, copy with enter and paste with right click.
- Shop on amazon rather than in person it saves commute time
- Auto publish blog content across social media pages
- Shift and arrows to jump around in Google Sheets
- Control and B remove formatting in Google sheets
- Choosing a name convention for all of our google drive files
- We've all been in meetings and, due to the fear of seeming incompetent, have held back questions or ideas. I get it. It's unnerving to feel like you're in an environment where everything you do or say is under a microscope. But imagine a different setting. A situation in which everyone is safe to take risks, voice their opinions, and ask judgment-free questions. A culture where managers provide air cover and create safe zones so employees can let down their guard. That's psychological safety.
- Easy bib as a way to keep track of citations
- Have google drive, with the i button to show activity and you can see some information about what other people are working on.
- Review articles, textbooks and handbooks are great
- Scholarly edited volumes are volumes of review articles

- Use “If this then that” to automate as many tasks as you can
 - Automate social media reports and automate adwords reports and automate analytics reports
- Decrease amount of time on meals.
- Don't believe in willpower depletion.
-



Flow state

State of peak performance.

Set clear goals in order to enter it.

[Mihaly Csikszentmihalyi: Flow, the secret to happiness](#)

Focusing your attention

Flow, says Steven Kotler, author of [The Rise of Superman: Decoding the Science of Ultimate Human Performance](#).

“Flow is an optimal state of consciousness, when you feel and perform your best,” he says. “It’s the moment of total absorption. Time speeds up or slows down like a freeze-frame effect. Mental and physical ability go through roof, and the brain takes in more information per second, processing it more deeply.”

- Generally getting into flow state. Getting in the zone.
 - Lose track of time, completely focused on the task at hand, feel happy and in control.
 -
- A home office stipend.
- Start using the action items in google docs
- Remember to look at templates in Google Sheets
- Use add-ons e.g., Lucid chart
- Read book summaries
- Prioritize your reading list
- Read while working out/ exercising
- Use pocket to save things for later
- Experiment with fasting
- Don't check your emails first thing the morning instead think about what your goals are for the day
- Think about asking someone to mentor you
- Automate saving mailchimp stats to a google sheet. (Zapier)
- Automated slack notifications from Reddit mentions (Zapier)
- Add new Toggl time entries to a Google Sheets spreadsheet
- Automate converting google docs to html
- Zapier and if this then that to automate things.
 - Calendly to automate meeting scheduling.
- Intrinsic motivation. Autonomy, Self-competence, Relevance.
- An idea which is big in the rationalist community comes from [The Book of Five Rings](#):
 - The primary thing when you take a sword in your hands is your intention to cut the enemy, whatever the means. Whenever you parry, hit, spring, strike or touch the enemy's cutting sword, you must cut the enemy in the same movement. It is

essential to attain this. If you think only of hitting, springing, striking or touching the enemy, you will not be able actually to cut him.

- Recognize what the goal is and focus on achieving that goal.
- Relatedly: Recognize when you're just doing something for the wrong goal. E.g., doing something to signal [status](#) or [sophistication](#).

-

Google calendar

- Remember that in google calendar you can look at other people's schedules
- Set up email notifications for Google Calendar

-