

**This guide is a work in progress. Any contribution is welcomed. Contact for edit access.
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Make a TODO list

- Sort items by importance and urgency. Generally prioritize urgent items at the top
- Items with a set date and deadline require a separate section
- [Optional] Add date, description, and context behind each item and their importance
- Have a separate section for items with deadlines or reminders with different frequencies
- Logically group items as much as possible
- Don't get stuck on sorting items too frequently. Dedicate a period of time for sorting and a period for finishing items
- For items that are not yet sorted
 - Make a separate section or document for them
 - Especially important to add date, description, and context behind each item and their importance
- For large items with multiple subtasks, make a separate document for those items and link it to the main TODO

To-dos:

- Check daily and the calendar frequently
-  Blocked
-  Extremely High
-  High
-  Medium High
-  Medium
-  Miscellaneous
-  Unsorted
-  Unsorted Non Urgent

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- Example system

Be mindful

- Ask yourself every time you find an interesting resource: are they necessary to look at in the near future, and will they be useful in the far future? The appropriate action to take is nuanced, but this will help keep you grounded.
- In general:
 - If they are necessary to take a look at in the near future, these items tend to be large and require more mindful dealing. Make a separate document for subtasks as necessary and stay mindful to avoid going down a rabbit hole.
 - If they will be useful in the far future, add them to a TODO list and avoid letting your curiosity take over. Organize by relevance and add context as necessary

Let it go

- Most information you will come across may seem useful, but in reality, it won't be. So let it go and be decisive in cutting through the vast amount of information. If they are necessary and important, you will come across them later as needed. The likelihood that this won't happen is small enough that it's worth letting them go.
- Life involves tradeoffs. For every second you spend reading a source of information, you are trading your time for an unknown return on investment. It's not realistic to try to hold onto everything in your life, and that applies to information, which, in most likelihood, won't be very useful. So let it go.
- Avoid perfectionism. This applies to following this guide.

Time yourself

- Set alarms at set intervals to remind yourself to reevaluate whether the task is worth continuing, postponing, or stopping altogether
- Frequently evaluate how long an activity took and whether it was worth it

Mix things up

- Keep your tasks balanced throughout the day. Don't do all the most interesting or fun stuff first. Do the boring work alongside them throughout the day. Likewise, interleave the time-consuming work with the less time-consuming ones.

It gets easier

- Resist the temptation. Like almost everything, you'll become better at resisting the temptation and it will get easier. This won't happen if you keep giving in, however

Other resources

- <https://engineerdog.com/2015/03/15/engineers-beware-the-ultimate-productivity-killer-net-sniping>