

How to use Deep Work

What it is

Protect a block of time for hard, focused work with zero distractions, since your best thinking can't happen in fragments.

When to use it

For work that actually requires concentration, like writing, analysis, or solving a real problem, not email.

Steps

1. **Pick the task.** What needs your full, undivided focus today?
2. **Set the block.** Choose a start and end time and protect it.
3. **Clear distractions first.** Put these away before the clock starts.
4. **Rate your focus.** When time's up, be honest about how deep you actually got.

Common mistake

Telling yourself you'll 'just check' your phone once. You won't stop at once.

Pairs with

Pomodoro Technique and Time Blocking.

Example: writing the quarterly report

Date: Thu, Feb 15

Today's deep work task

Write the first draft of the quarterly report

Time block From, to.

9:00 am to 11:00 am

Clear these away first 1 Phone 2 Email 3 Notifications 4 Other tabs

☒ 1 ☒ 2 ☒ 3 ☒ 4

How deep did you get

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

Deep Work Session Planner

Date: _____

Today's deep work task

Time block From, to.

Clear these away first 1 Phone 2 Email 3 Notifications 4 Other tabs

☐ 1

☐ 2

☐ 3

☐ 4

How deep did you get

1

2

3

4

5