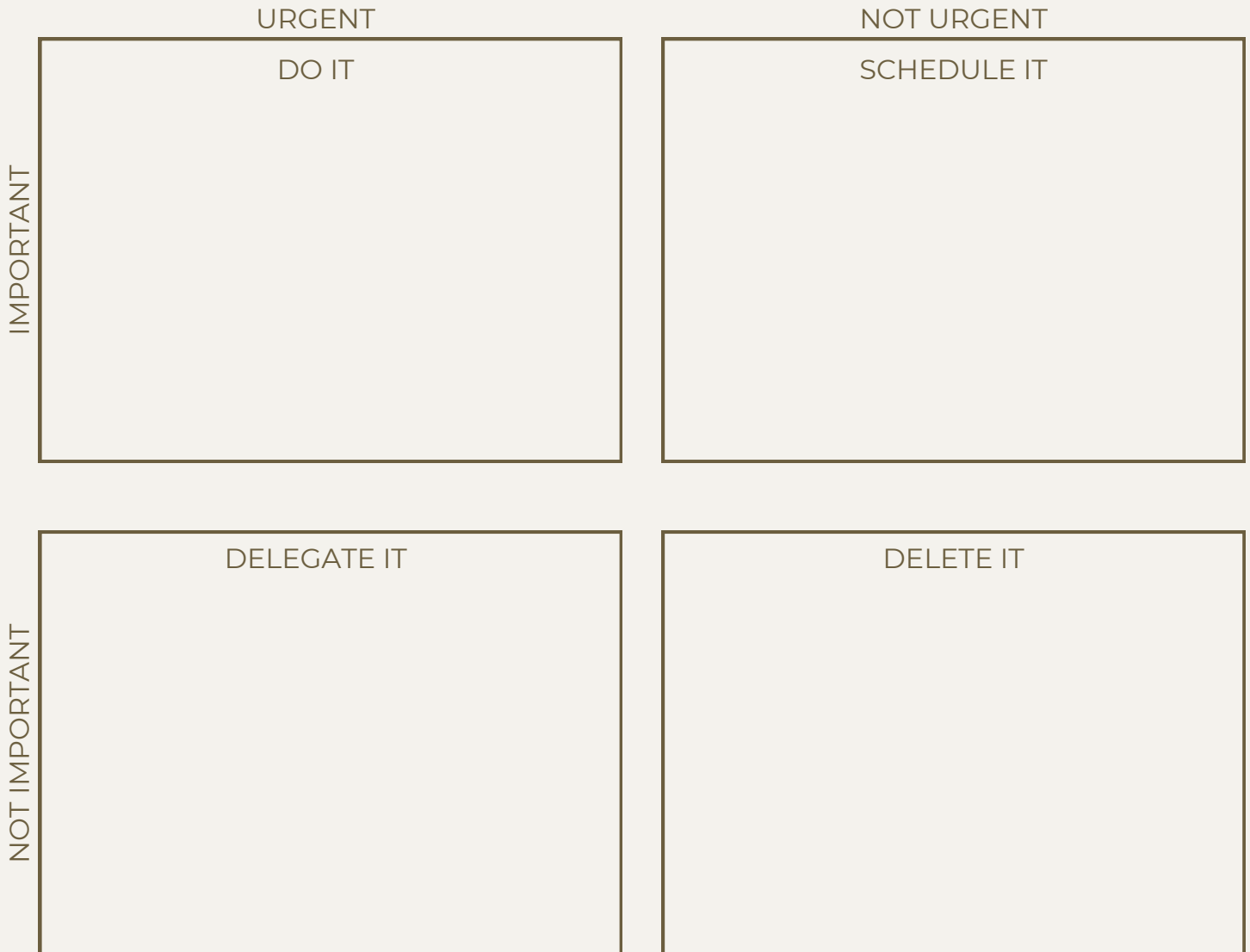


time tracker

TASK	TIME SPENT (HOURS)											
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12
	1	2	3	4	5	6	7	8	9	10	11	12

the eisenhower matrix



deep work challenge

DAY ONE

FOCUS ON A TASK FOR 30 MINUTES

DAY TWO

WRITE DOWN YOUR DISTRACTIONS

WRITE DOWN HOW YOU CAN ELIMINATE YOUR DISTRACTIONS

DAY THREE

VISUALISE YOURSELF DOING DEEP WORK

DAY FOUR

COMPLETE A DEEP WORK SESSION FIRST THING IN THE MORNING

FOCUS ON A TASK FOR ONE HOUR

DAY FIVE

WORK IN A DIFFERENT ENVIRONMENT

DAY SIX

PUT YOUR PHONE ON SILENT MODE

WRITE A SUMMARY AT THE END OF EVERY WORK SESSION

DAY SEVEN

TAKE A SHORT WALK DURING YOUR BREAK