



Deep Work

by Cal Newport · 2016 · 304 pages

In one line: Four hours of real concentration beat ten hours of busy work. Protect them with rituals and a hard stop.

Is it worth your time? Yes, if your work needs thinking and you can win back one protected block a day. Skip it if your job is genuinely reactive, or you already guard your time.

Try this week: five things to do

- 1 Find your one reliable alone slot this week (early, nap, after bedtime) and block it for the single task that matters.
- 2 Phone in another room for that block. Chat and email closed.
- 3 Write a shutdown line you say out loud when work ends: "done for today".
- 4 Tell your manager how many hours a week of shallow work (meetings, email) you think the job needs, and agree a number.
- 5 Take one walk this week with no audio and one problem to think about.

Tick each one off. When you miss a day, do the two-minute version the next day. Never miss twice.