



LE TUE NOTE KINDLE PER:

Make Time: How to focus on what matters every day (English Edition)

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50 evidenziazioni

Evidenziazione (Giallo) | Posizione 423

The best tactics are the ones that fit into your day. They're not something you force yourself to do; they're just something you do. And in most cases, they'll be things you want to do.

Evidenziazione (Giallo) | Posizione 433

We do not remember days, we remember moments. —CESARE PAVESE

Evidenziazione (Giallo) | Posizione 486

Long-term goals are useful for orienting you in the right direction but make it hard to enjoy the time spent working along the way.

Evidenziazione (Giallo) | Posizione 505

Choosing your daily Highlight starts with asking yourself a question: What do I want to be the highlight of my day?

Evidenziazione (Giallo) | Posizione 514

If you have something that absolutely positively must be accomplished today, make it your Highlight.

Evidenziazione (Giallo) | Posizione 522

The second Highlight strategy is to think about satisfaction: At the end of the day, which Highlight will bring me the most satisfaction? Whereas the first strategy is all about what needs to get done, this strategy encourages you to focus on what you want to get done.

Evidenziazione (Giallo) | Posizione 526

Look for activities that are not urgent. Instead, consider projects you've been meaning to get around to but haven't quite found the time. Maybe you have a particular skill you want to put to use, or maybe it's a pet

project that you want to develop before sharing it with the world. These projects are super vulnerable to procrastination, because although they're important, they are not time-sensitive, and that makes them easy to postpone. Use your Highlight to break the "someday" cycle.

Evidenziazione (Giallo) | Posizione 533

The third strategy focuses on joy: When I reflect on today, what will bring me the most joy? Not every hour has to be optimized and orchestrated for maximum efficiency. One of our goals with Make Time is to steer you away from the impossible vision of perfectly planned days and toward a life that's more joyful and less reactive. That means doing some things just because you like doing them.

Evidenziazione (Giallo) | Posizione 545

A good rule of thumb is to choose a Highlight that takes sixty to ninety minutes.

Evidenziazione (Giallo) | Posizione 581

The things you write down are more likely to happen. If you want to make time for your Highlight, start by writing it down.

Evidenziazione (Giallo) | Posizione 773

If you start with an empty calendar, you can schedule your Highlight for the ideal time, when your energy is highest and your focus is at its peak. But for most of us, starting the day with a blank calendar is about as likely as finding a thousand-dollar bill on the sidewalk: It certainly could happen, but we'd better not count on it.⁴ And if you work in an office where colleagues can add meetings to your calendar, forget about it. You'll have to take a different approach: Use daily "do not schedule" blocks to make room for your Highlight.

Evidenziazione (Giallo) | Posizione 798

If you can't block your calendar, there's another way to clear time for your Highlight: Bulldoze it. Imagine a tiny bulldozer driving through your calendar, pushing events around. The bulldozer might compress one meeting by fifteen minutes and another by thirty. It might shove your one-on-one from the morning to the afternoon or push your lunch back by half an hour so you can get a full two hours of Highlight time.

Evidenziazione (Giallo) | Posizione 855

a completely planned day provides the freedom to focus on the moment. Instead of thinking about what to do next, you're free to focus on how to do it. You can be in the flow, trusting the plan set out by your past self.

Evidenziazione (Giallo) | Posizione 962

As quitting time approaches, think about whether you accomplished your Highlight. If you have, you can rest knowing you made time for the day's most important job. No matter how much you did or didn't get done or

how many hours you did or didn't work, you'll be able to look back on the day with a sense of joy, accomplishment, or satisfaction—or all three!

Evidenziazione (Giallo) | Posizione 980

When you're in Laser mode, your attention is focused on the present like a laser beam shining on a target. You're in the flow, fully engaged and immersed in the moment. When you're laser-focused on your Highlight, it feels fantastic—it's the payoff for proactively choosing what's important to you.

Evidenziazione (Giallo) | Posizione 1082

Look, we love technology. But there is a very serious problem here. Combine the four-plus hours the average person spends on their smartphone with the four-plus hours the average person spends watching television, and distraction is a full-time job. Here's where we have to point out the (obvious) fifth secret ingredient: Tech companies make money when you use their products. They won't offer you small doses voluntarily; they'll offer you a fire hose. And if these Infinity Pools are hard to resist today, they'll be harder to resist tomorrow.

Evidenziazione (Giallo) | Posizione 1100

Product designers like us have spent decades removing barriers to make these products as easy to access as possible. The key to getting into Laser mode and focusing on your Highlight is to bring those barriers back.

Evidenziazione (Giallo) | Posizione 1114

It's like compound interest. The longer you remain focused on your Highlight, the more engaging you'll find it and the better work (or play) you'll do.

Evidenziazione (Giallo) | Posizione 1218

Notifications are not your friends. They're nonstop attention thieves. Whether or not you try a distraction-free phone, you should at the very least turn off almost all notifications.

Evidenziazione (Giallo) | Posizione 1231

Your phone is designed for speed. Scan your face or fingerprint and you're in. And most people keep their favorite apps right on their homescreen for immediate access. Scan, tap, app! This friction-free process is great when you're getting driving directions, but when you're trying to get into Laser mode, it's an autobahn to distraction. To slow things down, try making your homescreen blank.

Evidenziazione (Giallo) | Posizione 1252

A wristwatch replaces the need to check your phone whenever you want to know the time. And if you're anything like us, a quick time check on your phone often pulls you into an Infinity Pool, especially when there's a notification on the screen. If you wear a watch, you can keep your smartphone out of sight. And when it's out of sight, it's easier to ignore.

Evidenziazione (Giallo) | Posizione 1265

Leaving your devices behind is a helpful tactic when you want to make time for an “offline” Highlight like reading to your kids or working on a project with your hands. But if leaving your phone at work sounds terrifying (or if you have a legitimate need to use it, like for emergency contact), you can apply the underlying principle of device separation with less extreme methods. Instead of keeping your phone by your side when you get home, put it in a drawer or on a shelf; better still, stow it in your bag and shut your bag in the closet.

Evidenziazione (Giallo) | Posizione 1291

The longer you postpone the morning check-in—until 9 a.m., 10 a.m., or even after lunch—the longer you preserve that feeling of rested calm and the easier it is to get into Laser mode.

Evidenziazione (Giallo) | Posizione 1305

If your Kryptonite is a social network, email, or anything that requires a password, logging out might be enough to slow you down (#18). If your Kryptonite is a specific website, you can block it or turn off the Internet altogether during your Laser time (#28). To step it up, you can remove the app or account or browser from your smartphone

Evidenziazione (Giallo) | Posizione 1446

it’s not just Infinity Pools that create time craters. There’s also recovery time. A “quick” fifteen-minute burrito lunch might cost an extra three hours of food coma. A late night watching TV might cost you an hour of sleeping in and a whole day of low energy. And there’s anticipation. When you don’t start your Highlight because you’ve got a meeting coming up in thirty minutes, that’s a time crater, too. Where are the time craters in your life? That’s up to you to figure out. You can’t avoid them all, but you can definitely dodge some of them, and every time you do, you’ll make time.

Evidenziazione (Giallo) | Posizione 1456

Like time craters, fake wins come in all shapes and sizes. Updating a spreadsheet is a fake win if it helps you procrastinate on the harder but more meaningful project you chose as your Highlight. Cleaning the kitchen is a fake win if it burns up time you intended to spend with your kids. And email inboxes are a never-ending source of fake wins. Checking mail always feels like an accomplishment even when there’s nothing new. “Good,” says your brain. “I’m on top of things!” When it’s time for Laser mode, remind yourself: Your Highlight is the real win.

Evidenziazione (Giallo) | Posizione 1534

If you check email less often, research suggests that you’ll be less stressed and just as on top of things. A 2014 study by the University of British Columbia found that when people checked their email just three times a day (instead of as often as they wanted), they reported remarkably lower stress.

Evidenziazione (Giallo) | Posizione 1547

To help establish a new end-of-day email routine, try putting it on your calendar. Yes, we want you to literally add “email time” to your calendar. When you know you’ve got time set aside later, it’s easier to avoid wasting time on email now.

Evidenziazione (Giallo) | Posizione 1558

A lot of email stress comes from thinking you need to constantly check and immediately respond to every new message. But you’re better off treating email like old-fashioned paper letters—you know, the kind with envelopes and stamps. Snail mail gets delivered only once a day. Most letters sit on your desk for a while before you do anything about them. And for 99 percent of communications, that works just fine.

Evidenziazione (Giallo) | Posizione 1569

Online, anyone can contact you, not just the highly relevant people in your physical vicinity. They have questions about their priorities—not yours—when it’s convenient for them—not you. Every time you check your email or another message service, you’re basically saying, “Does any random person need my time right now?” And if you respond right away, you’re sending another signal both to them and to yourself: “I’ll stop what I’m doing to put other people’s priorities ahead of mine no matter who they are or what they want.” Spelled out, this sounds insane.

Evidenziazione (Giallo) | Posizione 1594

Some work—such as sales and customer support—really does require fast responses. But in most jobs, any reputational damage you might suffer by being slow (probably less than you think) will be more than compensated for by the increase in time for your most meaningful work.

Evidenziazione (Giallo) | Posizione 1662

As we see it, all that TV time is a gold mine: a large pile of perfectly good hours just lying there, ready to be reclaimed. As usual, all you have to do is change your default. You don’t have to throw away your television. But instead of watching every day, make it a special occasion.

Evidenziazione (Giallo) | Posizione 1698

You don’t have to give up television, but if you find it hard to reduce your hours, you might want to get extreme and try going cold turkey for a month. Unplug the TV, put it in the closet, or take it to a storage locker ten miles away and hide the key. Do whatever you have to do—just go without for a month. When the month is up, think about everything you did with that extra time and decide how much of it you want to give back to your TV.

Evidenziazione (Giallo) | Posizione 1734

The trouble is that deadlines are usually for things we dread (like doing taxes), not for things we want to do (like practicing the ukulele). But this is an easy problem to solve. You can invent a deadline.

Evidenziazione (Giallo) | Posizione 1761

Shifting your focus to something that your mind perceives as a doable, completable task will create a real increase in positive energy, direction, and motivation. In the vocabulary of Make Time, tiny doable to-dos help you build momentum and lock into Laser mode. So if your Highlight feels overwhelming, add a little dynamite.

Evidenziazione (Giallo) | Posizione 1770

Many cues exist in our environment and trigger not-so-great behaviors, such as the smell of French fries that lures us into double cheeseburger debauchery. But you can create your own cue to help kick off a good habit, like Laser mode. We suggest using music as your cue for Laser mode. Try playing the same song or album every time you start your Highlight, or choose a specific song or album for each type of Highlight.

Evidenziazione (Giallo) | Posizione 1821

Paper improves focus, because you can't waste time picking the perfect font or searching the Web instead of working on your Highlight. Paper is less intimidating, too—while most software is designed to guide you through a series of steps that will lead to a finished product, paper allows you to find your own way to a cohesive idea. And paper opens up possibilities, because whereas Word is designed for lines of text and PowerPoint is designed for graphs and bullet points, on paper, you can do anything at all. Next time you're struggling to get into Laser mode, put away your computer or tablet and pick up a pen.

Evidenziazione (Giallo) | Posizione 1836

It's natural to feel twitchy for your phone or browser. You'll wonder if you have any new email.^{fn17} You'll feel a burning desire to know Who was that actor in that movie?^{fn18} Instead of reacting to every twitch, write your questions on a piece of paper (How much do wool socks cost on Amazon? Any Facebook updates?). Then you can stay in Laser mode, secure in the knowledge that those pressing topics have been captured for future research.

Evidenziazione (Giallo) | Posizione 1849

Boredom gives your mind a chance to wander, and wandering often leads you to interesting places.

Evidenziazione (Giallo) | Posizione 1903

If you can increase your energy every day, you'll turn moments that might otherwise be lost to mental and physical fatigue into usable time for your Highlights.

Evidenziazione (Giallo) | Posizione 1913

Choosing a Highlight and getting into Laser mode are the core of Make Time. But the secret sauce is Energize. Our thesis is simple: If you have energy, it's easier to maintain your focus and priorities and avoid reacting to distractions and demands. With a full battery, you have the power to be present, think clearly, and spend your time on what matters, not default to what's right in front of you.

Evidenziazione (Giallo) | Posizione 2355

a 2008 University of Michigan study compared the cognitive performance of people who had just taken a walk in the city with that of people who had just taken a walk in a park. The nature walkers did 20 percent better.

Evidenziazione (Giallo) | Posizione 2430

It's awfully tempting to check Twitter, Facebook, or another Infinity Pool app as a break from work. But these kinds of breaks don't renew or relax your brain. For one thing, when you see a troubling news story or an envy-inducing photo from a friend, you feel more stressed, not less. And if you work at a desk, Infinity Pool breaks keep you glued to your chair and away from energy-giving activities like moving around and talking to other people. Instead, try to take breaks without screens: Gaze out the window (it's good for your eyes), go for a walk (it's good for your mind and body), grab a snack (it's good for your energy if you're hungry), or talk to someone

Evidenziazione (Giallo) | Posizione 2472

Not every person lifts our spirits, of course, but we all know a few people who give us energy most times we talk to them. Here's a simple experiment to try: 1. Think of one of those energy-giving people. 2. Go out of your way to have a real conversation with her or him. You can talk in person or on the phone, but your voice must be involved. 3. Afterward, note your energy level.

Evidenziazione (Giallo) | Posizione 2564

sleeping late on weekends is basically like giving yourself jet lag: It confuses your internal clock and makes it even harder to bounce back from the original deficit. So just as you would when traveling to a different time zone, she recommends resisting the temptation to oversleep and trying to stick as closely as possible to your regular schedule.

Evidenziazione (Giallo) | Posizione 2604

You might boil Make Time down to three hypotheses: The Highlight hypothesis If you set a single intention at the start of each day, we predict you'll be more satisfied, joyful, and effective. The Laser hypothesis If you create barriers around the Busy Bandwagon and the Infinity Pools, we predict you'll focus your attention like a laser beam. The Energize hypothesis If you live a little more like a prehistoric human, we predict you'll enhance your mental and physical energy. The tactics in this book are eighty-seven experiments for testing these hypotheses. We've tried them on ourselves. But only you can test them on you.

Evidenziazione (Giallo) | Posizione 2649

We admit we don't have a magic reset button for your life. If you have to answer five hundred emails today, you probably can't get away with answering zero tomorrow. If your schedule was packed this week, it'll probably be packed next week, too. We can't erase your calendar or freeze your inbox. But such radical changes aren't necessary. There's an invisible premise behind Make Time: You're already close. Small shifts can put you in control. If you reduce a few distractions, increase your physical and mental energy just a bit, and focus your attention on one bright spot, a blah day can become extraordinary.

Evidenziazione (Giallo) | Posizione 2677

Do not ask yourself what the world needs. Ask yourself what makes you come alive, and then go do that. Because what the world needs is people who have come alive. —HOWARD THURMAN

Evidenziazione (Giallo) | Posizione 2722

Regardless of whether your goal is to find more balance in life, grow in your current career, or even pivot to a new one, we predict that Make Time will create more time and attention for the things you're passionate about.

Evidenziazione (Giallo) | Posizione 2727

There are a lot of tactics in this book. If you're not sure where to begin, try this recipe: Highlight: Schedule Your Highlight (#8) A simple way to be proactive, give form to your day, and break the reaction cycle. Laser: Block Distraction Kryptonite (#24) Free yourself from one Infinity Pool, and see how your attention changes. Energize: Pound the Pavement (#62) A few minutes of walking each day provides a boost for the body and quiet for the mind. Reflect every evening for three days Don't worry about committing to a lifetime of evening journaling (we're not there yet, either). Just try the three tactics above and, for three days straight, take notes in the evening. See what you learn and take it from there. Also, check out maketimebook.com for tips and apps to help you start.
