

# Recommended reading

Managing time is managing yourself

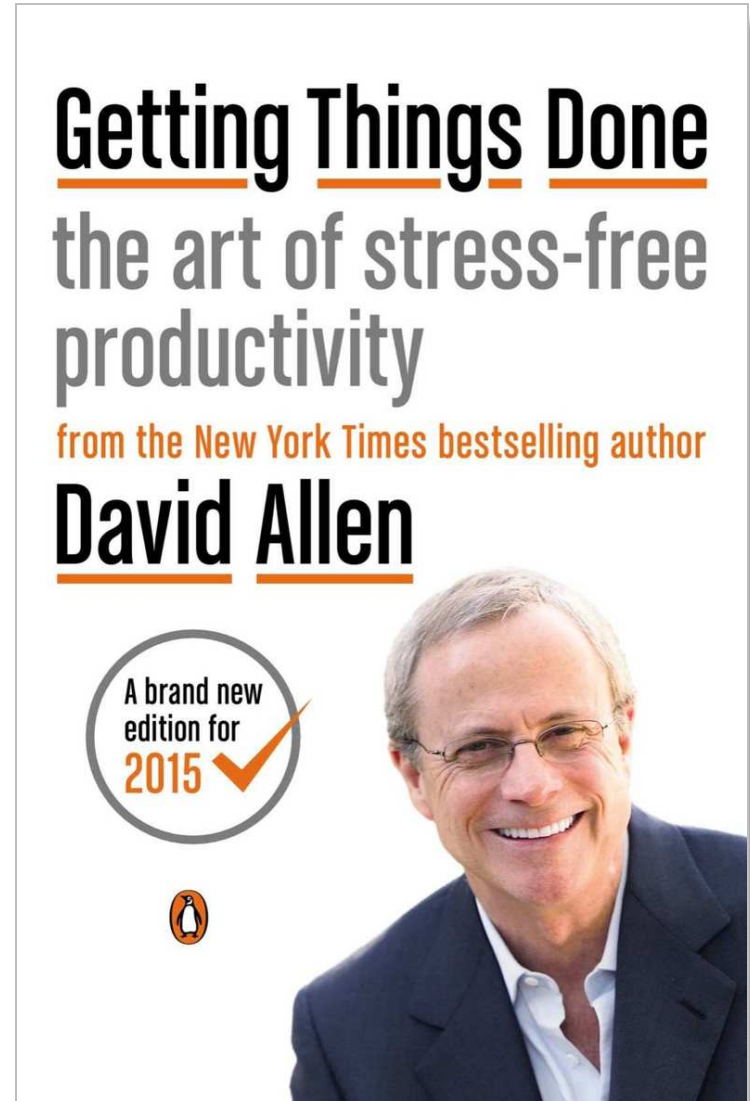
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*October 13, 2022*



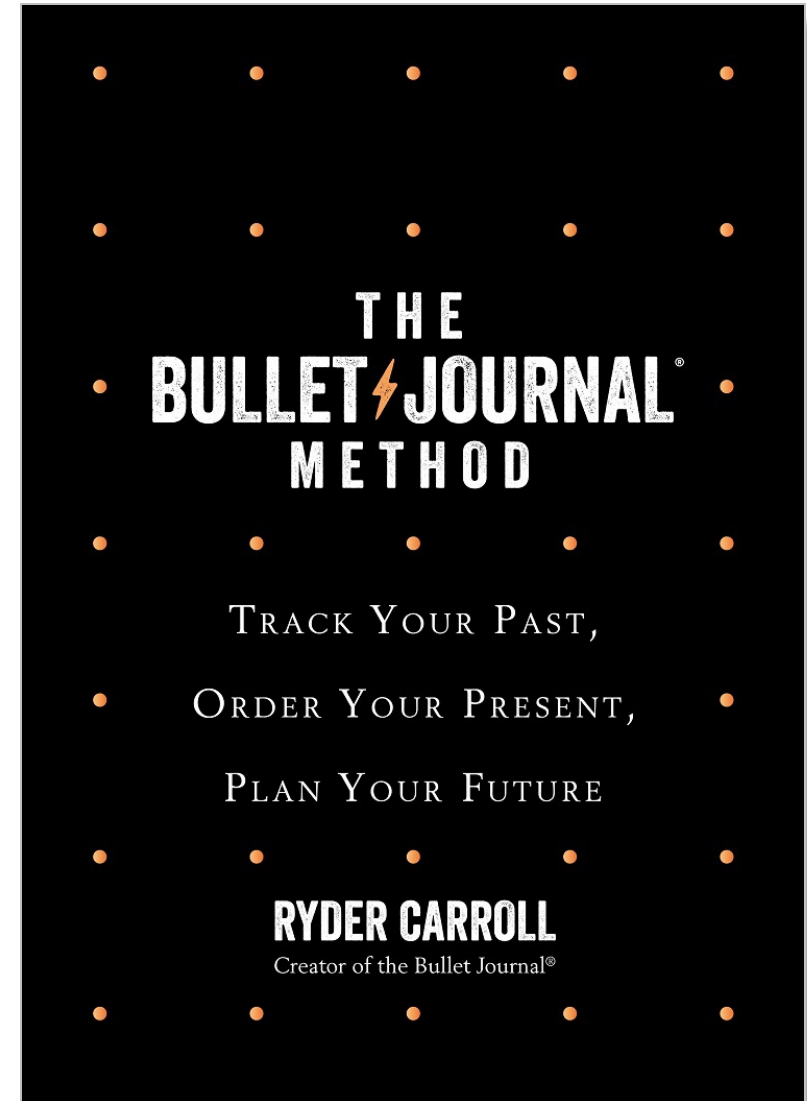
# GTD

- Collect everything in few *inboxes*
  - Mail Inbox
  - Download folder
  - Physical inbox
- Process it regularly
  - Is it actionable?
    - two minute rule
  - Reference, Someday, Trash



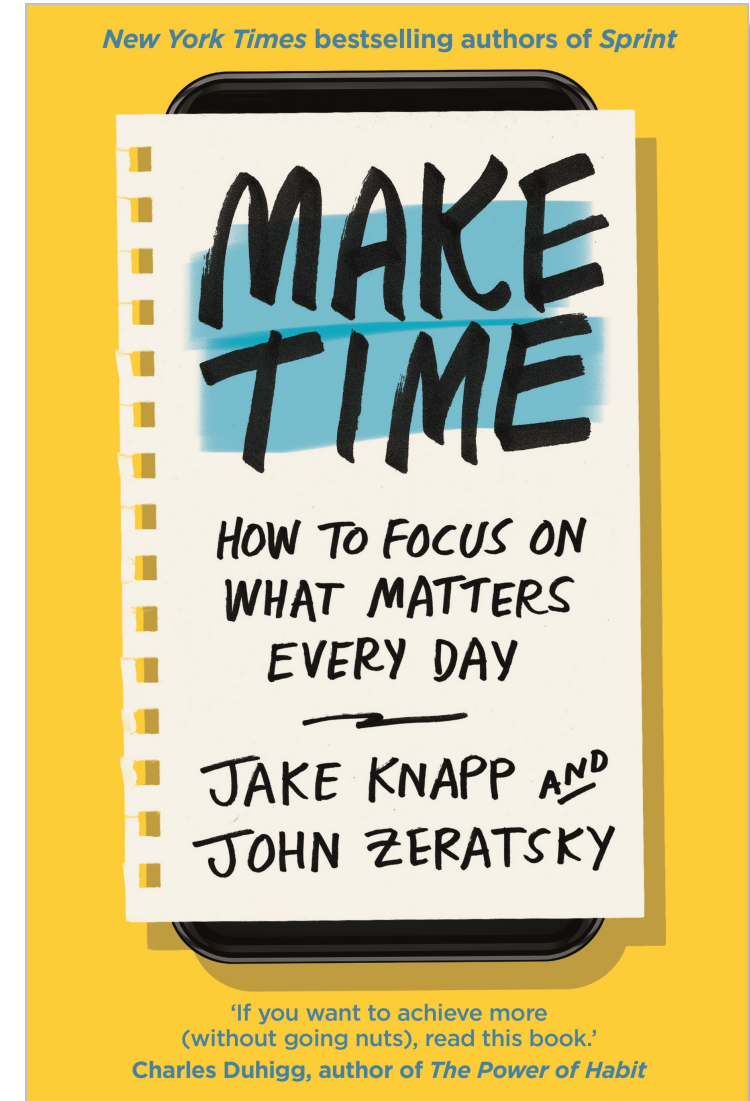
# BuJo

- Record daily
- Review daily
- Migrate daily/monthly
  - Decide what is important
- Reflect



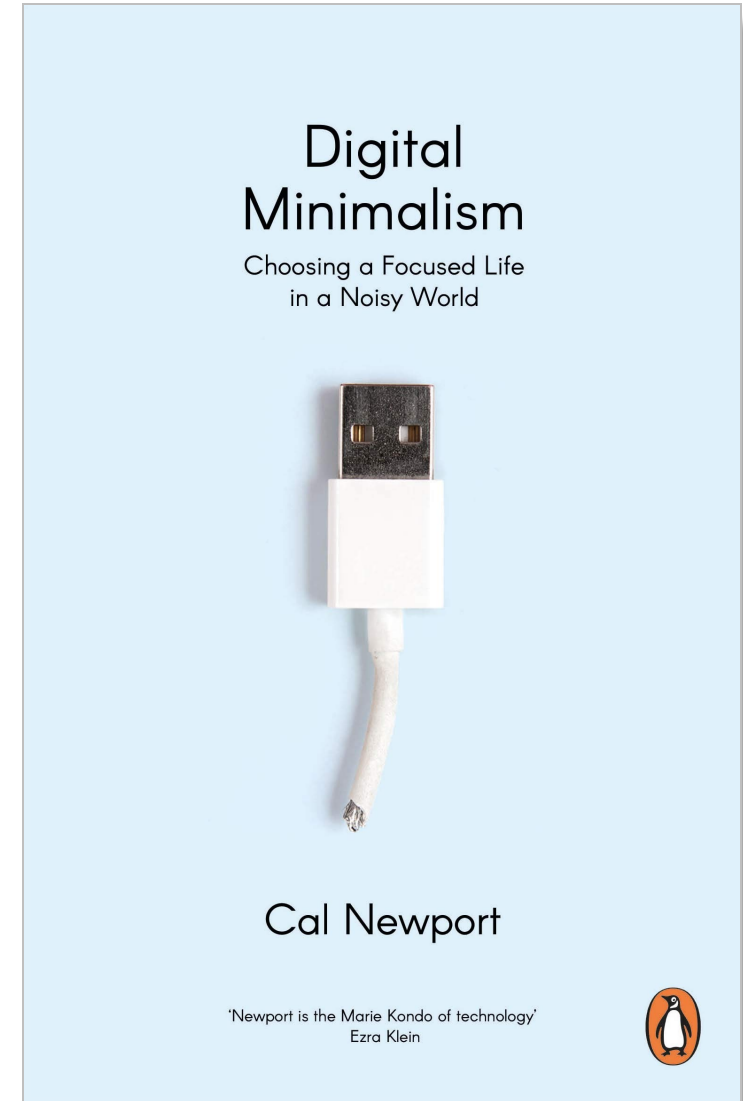
# Make Time

- Highlight
  - How do you want to remember this day?
- Laser focus
  - Daily 90 minutes block
- Energy
  - Walk in the nature
- Reflect
  - did it work?



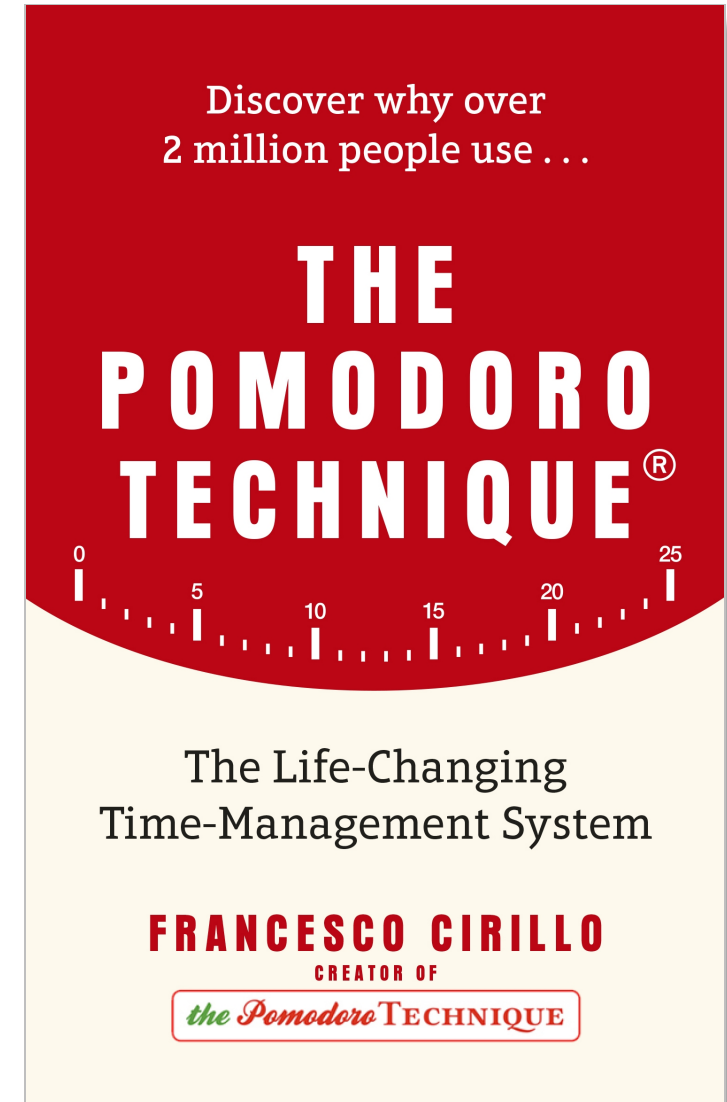
# Digital Minimalism

- Avoid social media
- It is an addiction
- “Information Obesity”
- “Cheap Calories”



# Pomodoro Technique

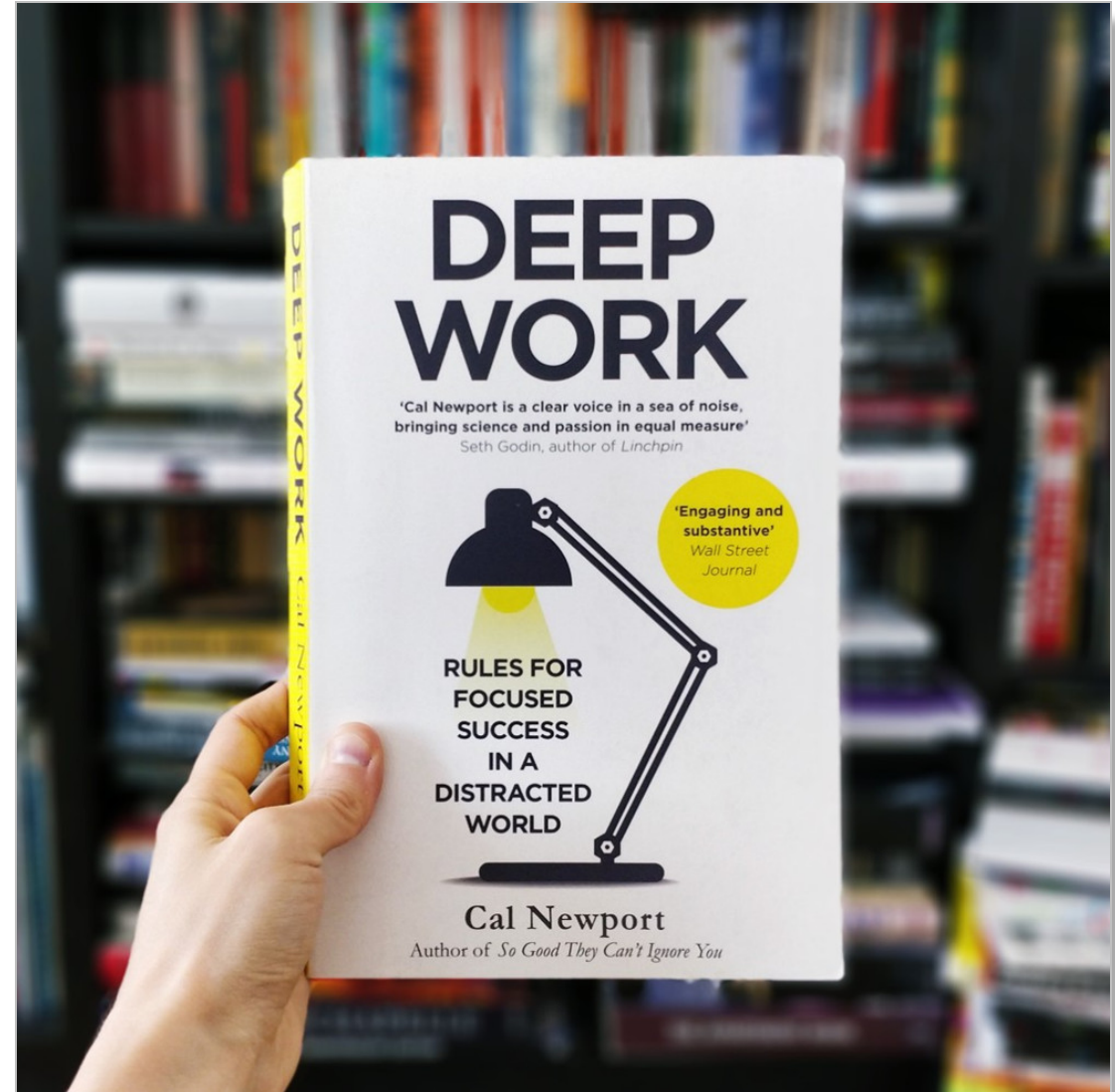
- Avoid procrastination
- Commit to work for 25 minutes
  - Uninterrupted
  - Restart if broken
- Use any timer, even a kitchen one
- Stop for 5 minutes at the end of each cycle



# Deep work

Block time away from interruptions

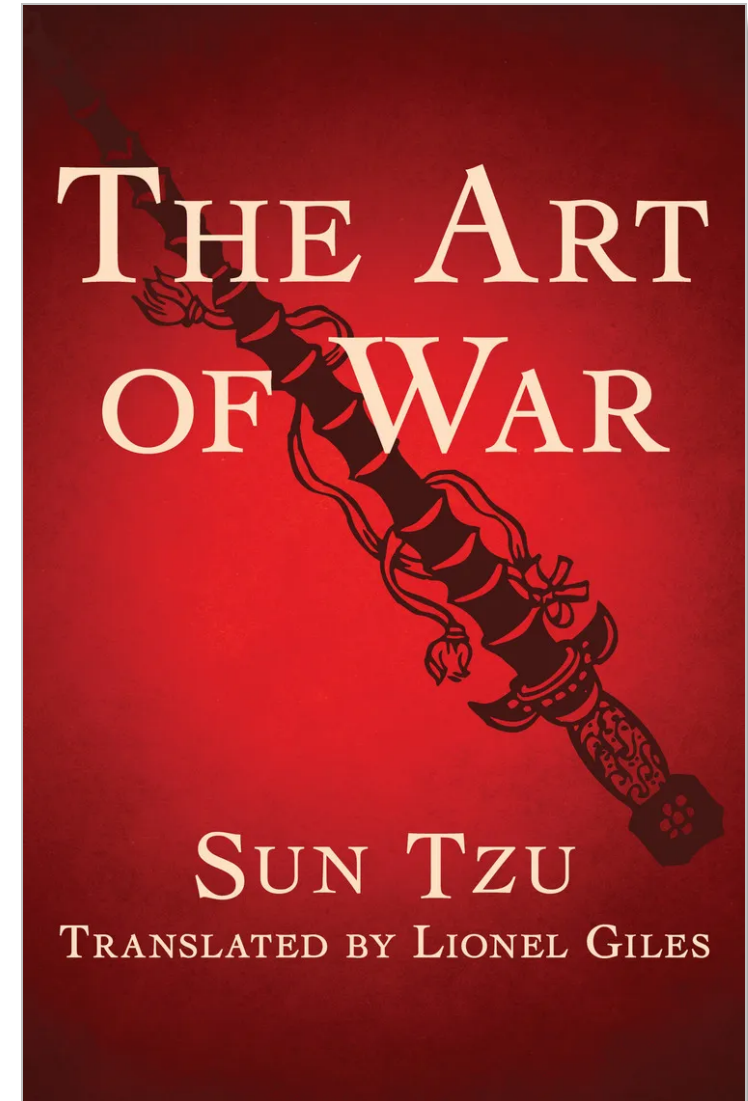
Use a calendar to block half days





# The Art of War

- Chinese general
- minister to King Helü of Wu
- 544–496 BC
- Recommended lecture for business people



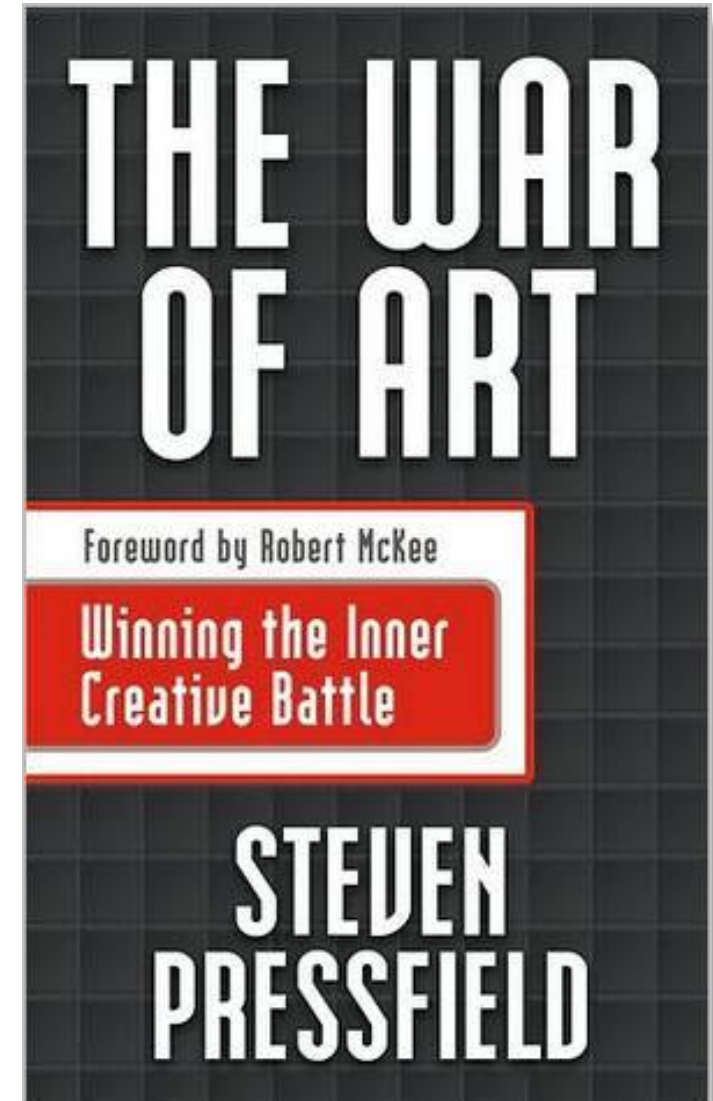
# The War of Art

“There’s a secret that real writers know that wannabe writers don’t, and the secret is this:

It’s not the writing part that’s hard.

What’s hard is sitting down to write.

What keeps us from sitting down is Resistance.



# Do the work

Resistance cannot be seen, touched, heard, or smelled.

But it can be felt.

We experience it as an energy field radiating from a work-in-potential.

It's a repelling force. It's negative.

Its aim is to shove us away, distract us, prevent us from doing our work.



# Resistance

The following is a list, in no particular order, of activities that often trigger Resistance:

1. The pursuit of any calling in writing, painting, music, film, dance, or any creative art, however marginal or unconventional.
2. The launching of any entrepreneurial venture or enterprise, for profit or otherwise.
3. Any diet or health regimen.
4. Any course or program designed to overcome an unwholesome habit or addiction.

In other words, any act that rejects immediate gratification in favor of long-term growth, health, or integrity. Or, expressed another way, any act that derives from our higher nature instead of our lower. Any of these will elicit Resistance.

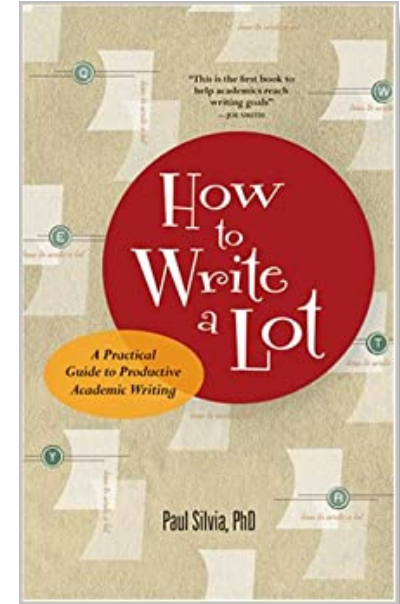
Resistance marks the way

Use it as a compass



# How to write a lot

- Write every day
- Get into the “writing addiction”
- Writer’s block does not exist
- Use simple words





# Second Brain

- Zettelkasten
- Write summaries with your own words
  - that forces you to understand
- Write a link to other cards related to the new one
- Can be done in paper, or in the computer



# Tools

- Evernote
- Notion
- Roaming research
- Obsidian

**Thanks for your attention**