

OASIS Book Reviews Inspiration on Demand

Session 35 - Oct 2nd , 2019

Sree Veerapaneni

President, OASIS Southeast

Disclaimer

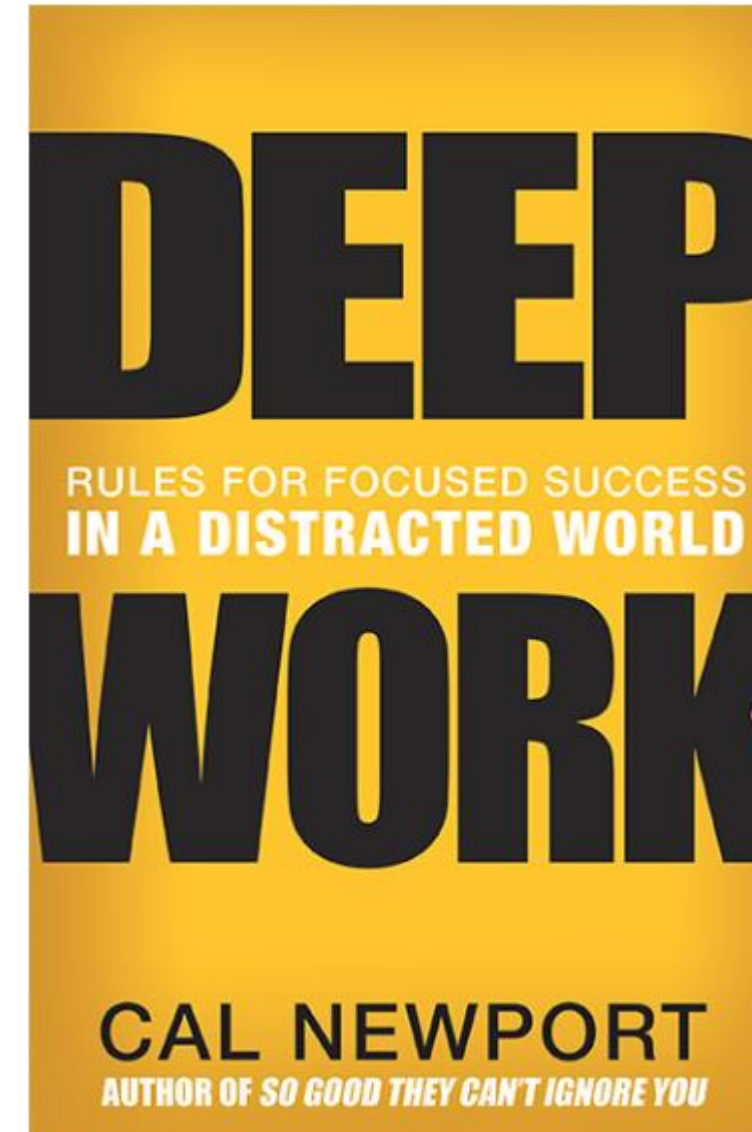
- Please note that the points in this presentation are based on the book and are summarized for you. Please use your own judgment if you want to use the information provided.
- **This presentation has been organized by OASIS purely as an educational session and not as specific (financial, insurance, investment or retirement or health related, philosophical or political) advice.**
- **No products or services or materials are being recommended, suggested, endorsed or solicited by OASIS or AT&T and they are not liable for any of the content of the sessions.**



Deep Work

Rules for **Focused Success**
In a **Distracted World**

By Cal Newport



BOOKS BY CAL NEWPORT:

DIGITAL MINIMALISM

DEEP WORK

SO GOOD THEY CAN'T IGNORE YOU

HOW TO BE A HIGH SCHOOL SUPERSTAR

HOW TO BECOME A STRAIGHT-A STUDENT

HOW TO WIN AT COLLEGE

<http://www.calnewport.com/books/deep-work/>

Copyright to the book mentioned belongs to its author and publishers as applicable

This presentation is based on a summary from blinkist.com

This presentation is free for your personal, non-commercial use and distribution

What to expect in this session

- **Not productive to Multi-Task**
- **Deep work vs being in the zone**
- **Focus better while doing routine things**

The Enemies of Productivity

#1 Multitasking

Attention stays with Task A after switching to Task B

Yes, there was research to prove we focus less on Task B

Multitasking is NOT good for productivity

#2 Being Connected ALL THE TIME (Distractions)

McKinsey Study:

Average worker spends 60% time on Chat & Surfing web

30% to actually reading and answering emails

But they still feel they are working harder than ever!

Strategies – all need your Intention

#1 Monastic Approach - Zero distractions + seclusion

#2 Bimodal Approach - Long period for strictly work, free later

#3 Rhythmic Approach - Deep work, time blocks, Track done list

Journalistic approach – work in free time on your schedule

In the Zone - Not always by choice, usually waste a lot of time

Deep Work Intentional, so need to prep our minds with rituals

Define Space, Boundaries (close door, phone off, no internet)

Keep this Repeatable – have a coffee, walk or snack then focus

Productive Meditation – Helps Focus

Distractions are everywhere We are always glued to a screen

It's not you, it's the brain 😊 Risk or Opportunity? Can't Focus

Productive Meditation

Use unproductive tasks to focus on finding solutions

You will need to stay with it, it's like a workout for your brain

Be Intentional while using social media – Try Real connections

Try to quit social media for 30 days – see for yourself

You may actually feel better.

Schedule Everything

Work & Personal time Plan 30 min. blocks – work, eat, walk

Evening & Weekends too Specific goals – family, read, exercise

Things will come up just rearrange accordingly.

Plan time for keeping your mind and body healthy too

Summary

- **We are inundated with distractions**
- **Multitasking effects productivity negatively**
- **We can use 3-4 strategies – Monastic, Bimodal, Rhythmic & Journalistic**
- **Deep work needs intentional approach – use rituals & or boundaries**
- **Our Brains look for distractions – use Productive Meditation – focus with intent**
- **Schedule everything – work, free time, family, reading – nourish body & mind**

Upcoming Reviews:

Session #36 - Oct 9th - 2-3 PM EST –

Beat Sugar Addiction Now! – *The Cutting-Edge Program That Cures Your Type of Sugar Addiction and Puts You on the Road to Feeling Great – and Losing Weight* **By Jacob Teitelbaum and Chrystle Fiedler**

Session #37 - Oct 16th - 2-3 PM EST –

Playing with FIRE (*Financial Independence Retire Early*) – *How Far Would You Go for Financial Freedom?*

By Scott Rieckens

Session #38 - Oct 23rd - 2-3 PM EST –

Sapiens – *A Brief History of Humankind* **By Yuval Noah Harari**

Session #39 - Oct 30th- 2-3 PM EST –

The Emperor of All Maladies – *A Biography of Cancer* **By Siddhartha Mukherjee**

Contact sv0065@att.com

