

Daniel Pink, YT Productivity Advice
0800, F400. the flap.

1. Only have 5 things on daily todo list. Make one your MIT (most important task) and make sure you complete this first; don't do anything else until it's done.
2. Make a to don't list (3 things) things that steal your time, drain energy, steal focus.
3. Make 'NO' your default answer.
4. Protect your golden hours.
 - Use for your hardest task
 - Usually in the morning
5. Time Box.
 - Give each task a time window
6. Systemize the small stuff
 - automate, automate, automate.
7. Track your progress
 - end of the day list 3 things you made progress.

8. Take regular breaks
- Something beats nothing
 - Moving beats sitting
 - Outside beats inside
 - Social beats solo.
 - Fully detached beat semi detached.

9. Consistency instead of intensity and habits instead of heroics.

- Intensity exhausts
Consistency compounds!

1. Do less ruthlessly
2. Protect your peak hours
3. Be a machine with the small stuff
4. Track your progress everyday for a week
5. Treat breaks as premium fuel
6. Go for consistency instead of intensity, habits instead of heroics.

- Every day list one memorable thing about that day, at least.

Wednesday 29th October '25

- Nik's birthday, when round to see her and had a really good chat.

Thursday 30th October 2025

Friday 31st October 2022

- Finally finished painting workshop - onto to rest of it.
- Called round Mum and Dad's fitted top, had a really nice chat with them. Different because its the first time in a long time that the girls haven't been there.