

Make Time: How to Focus on What Matters Every Day #304 pages #9780525572435

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It's about "making time" for things that truly matter to you — like being fully present around your children, or writing that book you've always wanted to. It's about distilling focus across all your activities so that you can live a fuller life. As is usually the case with these kind of books, it's somewhat possible to summarize them with one diagram: Source: <https://maketimebook.com/how-it-works/>. Highlight: Set a single intention at the start of each day. You'll be more satisfied, joyful and effective. Laser: Instead of relying on your willpower, create real, physical barriers around distractions to focus your attention like a laser beam on your highlight. Delete all the social apps from your phone. Energize: Living a little more like prehistoric humans will enhance your mental and physical energy. Time to focus, time to experiment, time to master creative skills. Make Time provides ways for each of us to find new reserves of that precious commodity. It is an excellent guidebook for taking control of the design of your life. — Tim Brown, CEO of IDEO and author of Change by Design. Jake Knapp and John Zeratsky are writers and designers who help people make time for what matters at the office and in everyday life. They're the authors of the New York Times bestseller Sprint, and the creators of Time Dorks, a popular newsletter about experiments in time management. Jake spent ten years at Google and Google Ventures, where he created the Design Sprint process. Time to focus, time to experiment, time to master creative skills. Make Time provides ways for each of us to find new reserves of that precious commodity. It is an excellent guidebook for taking control of the design of your life." (Tim Brown, CEO of IDEO and author of Change by Design). Jake Knapp (Author) Jake Knapp and John Zeratsky are writers and designers who help people make time for what matters at the office and in everyday life. They're the authors of the New York Times bestseller Sprint , and the creators of Time Dorks, a popular newsletter about experiments in time management. Our book Make Time: How to Focus on What Matters Every Day explains these steps in a lot more detail. It contains 87 different tactics that we've tested and you can use to put the steps into action. Think of it like a cookbook full of recipes. You can find the ones you like best. As you try things out, Make Time will become a customized daily system tailored to your unique habits and routines, your unique brain and body, and your unique goals and priorities. Make Time is a framework for choosing what you want to focus on, building the energy to do it, and breaking the default cycle so that you can start being more intentional about the way you live your life. Even if you don't completely control your own schedule" and few of us do—you absolutely can control your attention. We want to help you set your own defaults. It's about making time for what matters. The ideas in this book can give you space in your calendar, in your brain, and in your days. That space can bring clarity and calm to everyday life. This experience gives us insight into why Infinity Pools are so compelling, and how to prevent them from taking over. A few years ago, we realized we could apply design to something invisible: how we spent our time.