## Contents

now wisely are you using your time:	. 1
Priorities: Determine what matters	9
Goal-setting is broken. This is how to fix it	11
How mental shortcuts can help us avoid burnout	14
Why you need a personal board of directors	17
The critical step most people miss when making decisions	19
How asking the right questions will lead you to better decisions	22
A simple trick to making more ethical decisions	25
Have you overcommitted yourself? You need the Iceberg Yes	27
Never regret a decision again with this simple question	30
How to decide which meetings you should attend	32
Why you need to strive for work–life imbalance	35
How to be time wise on Friday afternoons	38
A daily ritual to help you see the bigger picture	41
Get more done with a Might-Do list	44
Why you need to put a limit on your to-do list	46
Priorities – A summary	49
Structure: Shape your day	53
Why you need to let your chronotype shape your day	55
How a switch log will make you time wise	58
Build a satisfying highlight into every day	61
How to do more \$10,000 per hour tasks and fewer	
\$10 per hour tasks	64

It's time to prune bullsh*t from your diary	67
How to stop people hijacking your calendar	69
How to make every hour productive	72
Stop treating breaks as an afterthought	74
How to avoid having a crazy busy day	76
How to stop mindless email checking	78
Why you need to finish your day with the Hemingway Trick	81
It's time to start a 'quitting time' ritual	83
Structure - A summary	86
Efficiency: Work faster and smarter	89
Why you need to go on a zombie hunt	91
Stop wasting time on repetitive tasks	94
Why you need to say 'no' to coffee meetings	97
How to dramatically reduce your meeting load	99
Stop wasting everyone's time – including your own	101
It's time to replace meetings with videos	103
Win back time through meeting batching	106
A formula for more efficient meetings	108
Why you need a 'To Discuss' list	111
Treat your email like your laundry	114
A simple strategy to reduce time wastage	117
Nudge your way to better behaviour	120
How to stop forgetting what you read	123
How a mouse can give you productivity superpowers	126
Efficiency – A summary	128
Focus: Get into flow	133
Use behavioural architecture to transform your relationship	
with your phone	135
Why you need a kSafe for your phone	137
How a rubber band can tame digital addiction	139
Get your phone off the table to boost happiness	141
Make your phone boring	143
A simple strategy to stop mindless scrolling	146

How to stop checking email on holiday	149
Give yourself more solitude	151
How to use your physical environment to get into flow	154
How a second computer will help you stay on task	156
A simple trick to get unstuck	158
How a script can help you come unstuck	160
Why you need to use a Struggle Timer	162
How getting comfortable with discomfort will make you	
more productive	165
How to use music to get into flow	168
An unconventional way to achieve creative flow	170
The real reason you're procrastinating	173
Focus - A summary	176
Reflection: Look inside	181
Why you need to schedule regular life check-ups	183
Use self-doubt as a strength, not a weakness	186
Stop trying to be the smartest person in the room	188
Remember, it's your story	191
Transform fear into excitement with this simple question	191
The ideal time to seek feedback	195
How to elicit feedback that's actually useful	198
•	201
It's time to pay people to criticise you  The power of watching yourself back	201
A simple phrase to motivate yourself to do things you	203
don't want to do	206
· · · · · · · · · · · · · · · · · · ·	200
Remind yourself that you will die Reflection – A summary	209
Reflection - A Summary	211
Connection: Build better relationships	215
Why you need a one-page operating manual	217
Use an item of clothing to transform behaviour	220
The power of the unsolicited gift	223
Stop thinking of yourself as an island	226
Why you need to become an extreme giver	228

How to be a better networker without meeting new people	231
A trick to building rapport fast	234
How to avoid small talk when meeting new people	236
Make meeting new people at events less terrifying	238
A simple numbers trick to make networking easier	241
Why you need to send funnier emails - and how to do it	243
Connection – A summary	246
Energy: Maintain your spark	249
How a Post-it note can help you be more resilient	251
An easy way to track if things are going off-track	254
How to make hard work enjoyable	257
The optimal pace for hard work	260
How to make a habit actually stick	262
Why you need to make a joke of serious work	265
Why you need a Spark Joy folder	267
How your computer password can make you more product	ive 270
It's time to stop rushing	273
Why it's worth considering buying more time	275
How to remove recurring irritants from your life	278
A guilt-free way to say 'no'	281
The power of 'Yes, but'	284
Create a to-don't list	286
Energy – A summary	289
Time well spent	293
More resources	295
References	296
Acknowledgements	307
About the author	310