

# Deep Work

by Cal Newport

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Shutdown Ritual**

End every workday with a complete review: close all loops, write tomorrow's plan, then say aloud 'shutdown complete.' Train your brain that work is truly over.

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<sup>02</sup> **Depth Scheduling**

Block 2-4 hour deep work sessions in your calendar before the week begins. Treat them as immovable appointments. The session exists before the day does.

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<sup>03</sup> **Distraction-Free Environment**

When deep working: phone in another room, browser closed, notifications off, physical timer running. Create the conditions before starting - not during.

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<sup>04</sup> **Weekly Depth Scoreboard**

Track your deep work hours each week on a visible scoreboard. The act of measuring creates accountability. Protect the hours - don't just intend to.

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<sup>05</sup> **Grand Gesture**

For your most important project, change your environment dramatically - a hotel, a library, a different city. The significant context change signals to your brain this work is serious.