

# Four Thousand Weeks

by Oliver Burkeman

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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> **Pay Yourself First**

Schedule your most meaningful work as the first thing in the day, before emails, before meetings, before anyone else's agenda. If it isn't on the calendar, it isn't real.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Fixed Volume Working**

Decide your working hours in advance and stop when the time is up - no exceptions. The work that doesn't fit doesn't fit. Constraints force prioritization.

MON TUE WED THU FRI SAT SUN

<sup>03</sup> **Serialize Projects**

Work on your most important project first, and only start the next when the first is truly done. Resist the seduction of parallel progress - it produces parallel incompleteness.

MON TUE WED THU FRI SAT SUN

<sup>04</sup> **The Done List**

Each evening, write only what you actually completed - not what remains. Shift attention from the infinite to-do list to real evidence of accomplishment.

MON TUE WED THU FRI SAT SUN

<sup>05</sup> **Cosmic Insignificance Therapy**

When your to-do list feels totalizing, zoom out: consider 13.8 billion years of the universe. Your deadline becomes less absolute. Act from this wider perspective, briefly, then return.