

Slow Productivity: The Lost Art of Accomplishment Without Burnout

By: Cal Newport

- More work creates better results than less. It's a manager's job to ensure enough work is getting done, because without this pressure, lazy employees will attempt to get away with the bare minimum. The most successful companies have the hardest workers.
- Without concrete productivity metrics to measure and well-defined processes to improve, companies weren't clear how they should manage their employees. And as freelancers and small entrepreneurs in the sector became more prevalent, these individuals, responsible only for themselves, weren't sure how they should manage themselves. It was from this uncertainty that a simple alternative emerged: *using visible activity as a crude proxy for actual productivity*.
- Pseudo-Productivity - The use of visible activity as the primary means of approximating actual productive effort.
- Limit The Big
 - Missions - A mission is any ongoing goal or service that directs your professional life. Any attempt to succeed must begin with the reduction of your main objectives.
 - Projects
 - Daily Tasks or Daily Goals
- Contain The Small
 - Small tasks, insufficient quantity, can act like productivity termites, destabilizing the whole foundation of what you're trying to build. It's worth going to great lengths to tame them.
 - Put Tasks on Autopilot - The idea was to assign regularly occurring work to specific times on specific days, and sometimes even specific locations, each week.
 - Office Hours - Regularly scheduled session for quick discussions that can be used to resolve many different issues. Set aside the same 30-60 minutes every afternoon, and advertise this time to your colleagues and clients.
- Make a 5-Year Plan - most people restrict their long-term planning to cover something like the next few months, or maybe the next 1 year. I would suggest crafting plans at a larger scale: what you would like to accomplish in the next 5 years.
- A key tenet of slow productivity is that grand achievement is built on the steady accumulation of modest results over time.