

Deep Work

by Cal Newport

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

⁰¹ **Schedule one protected depth block**

Pick a 60- to 90-minute window tomorrow, define the single outcome before it starts, and keep email, chat, and phone out of reach until the block ends.

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⁰² **Create a shutdown ritual**

End the workday by reviewing open loops, writing tomorrow's first deep task, and saying clearly that the day is done.

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⁰³ **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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⁰⁴ **Keep a depth scoreboard**

Track only completed deep work hours for one week. The visible count will reveal whether focus is a stated value or an actual habit.

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⁰⁵ **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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⁰⁶ **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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⁰⁷ **Batch shallow work**

Move email, admin, and quick replies into two scheduled windows instead of letting them puncture every hour.

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⁰⁸ **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.