

Make Time

by Jake Knapp, John Zeratsky

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 **Pick Tomorrow's Highlight Before You Shut Down**

End the day by writing one sentence: tomorrow matters if I make progress on _____. Deciding early keeps the morning from being swallowed by reaction.

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⁰² **Move Your Phone Out of Reach for the First Focus Block**

Do not rely on self-control while the phone is glowing beside you. Put it in a hallway, drawer, bag, or another room before the highlight begins.

MON TUE WED THU FRI SAT SUN

⁰³ **Use a Paper Queue for Reactive Tasks**

Each time something pops into mind during focused work, capture it on paper instead of switching immediately. You keep the thought without surrendering the block.

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⁰⁴ **Run a One-Week Energy Log**

Note your energy every few hours for seven days. Then move your highlight to your naturally sharp window instead of forcing it into your worst one.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Create One Piece of Friction for Your Favorite Infinity Pool**

Log out, delete the app, hide the browser bookmark, or remove it from your home screen. The goal is not abstinence; it is making mindless entry less automatic.

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⁰⁶ **Write a Two-Line Reflection at Night**

Answer two prompts: what helped today feel intentional, and what made it leak away? Small notes compound into a personal operating manual.