

Rework

by Jason Fried, David Heinemeier Hansson

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 **Cancel one recurring meeting**

Replace it with a written update that names decisions, blockers, and next actions. Give the team back the compounded attention.

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⁰² **Cut one feature before building**

Choose a product or project in progress and remove the part that makes the main promise harder to understand.

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⁰³ **Write the one-page plan**

Swap the bloated roadmap for a short memo: what matters now, what you refuse to do, and what shipping will prove.

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⁰⁴ **Protect a no-interruption block**

Schedule a two-hour stretch where chat, meetings, and status checks are off. Use it for the work that cannot survive fragments.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Delay one premature hire**

Before adding a person, simplify the workflow, remove low-value work, and verify the pain is persistent enough to deserve headcount.