

Slow Productivity

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 **Create a front-page list**

Choose no more than two active commitments that deserve your best attention this week. Everything else becomes back-page or kill-column work.

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⁰² **Install a natural pace rule**

Pick one recurring deadline, meeting, or response expectation that can move from urgent to measured without harming anyone.

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⁰³ **Trade proof for progress**

Replace one performative status habit with a concrete artifact: a draft, memo, design, prototype, or decision.

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⁰⁴ **Spend saved time on quality**

Use the space created by doing less to revise, polish, test, or deepen one piece of work instead of accepting another task.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Run a weekly workload edit**

Every Friday, mark each commitment as front page, back page, delegated, or killed before the next week begins.