

The Productivity Project

by Chris Bailey

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 **Map your biological prime time**

For one week, note your sharpest two-hour window each day. Protect that window for the work that requires judgment, writing, or strategy.

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⁰² **Run a single-task experiment**

Choose one meaningful task, close every competing input, and work for 45 minutes. Record how often attention tries to leave.

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⁰³ **Create a maintenance batch**

Move email, admin, errands, and small replies into one or two planned containers so they stop taxing every hour.

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⁰⁴ **Score tomorrow by three inputs**

Before planning tasks, rate time, attention, and energy from 1 to 10. Match the day's ambition to the actual input mix.

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⁰⁵ **Measure one productivity variable**

Change one condition for a week: wake time, phone distance, meeting blocks, meditation, caffeine timing, or breaks. Keep what the data supports.