

How to **enjoy** the evening (and win tomorrow)



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1. Have a shutdown routine

We can “fill any arbitrary number of hours with what feels to be productive work”,

writes Cal Newport. But that’s a recipe for burnout. Instead, try his shutdown routine:

- Do a final email review
- Update your notes & to-do list
- Set goals for tomorrow (see #2)

2. Create tomorrow's 3-3-3 plan

Productivity isn't about doing more. It's about doing what matters.

Use Oliver Burkeman's 3-3-3 Method to set tomorrow's goals:

- 3 hours on your #1 thing
- 3 shorter tasks (email, admin)
- 3 maintenance tasks (exercise)

3. Try intermittent digital fasting

Try intermittent digital fasting to cut your screen time in half (or more). It's dead-simple:

Turn off your phone 1 hour before bed. Then, let it "sleep in" for at least 1 hour after you wake up.

You'll sleep better, feel calmer, and finally have time to read (see #4).

4. Read a book that you love

“In my whole life, I have known no wise people [...] who didn’t read all the time — none, zero.”

The late Charlie Munger was right. Chances are, you’re no exception.

That you read matters more than what you read. Read what you love until you love to read.

(h/t to Naval Ravikant, pictured).

5. Do the physiological sigh

According to Andrew Huberman, this is the best way to calm down in real-time. Here's how:

- Inhale fully for 2 seconds
- Inhale again for 1 second
- Exhale fully for 6 seconds

Do this for 1-5 minutes to reduce stress, relax, and drift into deep sleep.

TL;DR:

1. Have a shutdown routine
2. Create tomorrow's 3-3-3 plan
3. Try intermittent digital fasting
4. Read a book that you love
5. Do the physiological sigh

That's it!

Want a deep dive into the 5 habits? Get it via the link above.

Want to beat stress? Follow me for more tips coming your way.

And repost this to help others, too.

P.S.

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Becoming Ultraproductive



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