



Evening

6. **Communicate first, then blocks of focus.** Set a timer and give yourself 45 minutes to do email, Twitter, Facebook IM, and any reading you would normally do. Then use an Internet blocker to block these distractions for a couple of hours (up to 3-4 hours if you like) while you focus on creating. Then another 45 minutes of communicating and reading, followed by another block of distraction-free focus.

7. **End of day.** At the end of each day, you might review what you did, think of what can be improved, remind yourself to disconnect for the rest of the evening, and think about what you'll focus on tomorrow. It's a good time to reflect on your day and your life in general.

8. **Weekly focus rituals.** While it's not necessary to do a complete weekly review of everything you're doing, have done and plan to do, it can be useful to schedule 10 minutes every week to quickly bring your work and life back into the right focus. I suggest you review your projects to make sure you're not letting them get out of hand; simplify your to-do list as much as possible; review the focus rituals you've been doing to see what's working and