

many possible projects and tasks to actually complete.

It's impossible. Once you admit this, the next logical argument is that if you can't do and read and respond to everything, you must choose what you'll do and read and respond to, and let the rest go.

Let the rest go. This is unbelievably important. You have to accept this, and be OK with it.

An Information Cleanse

If you look at information and communication as a form of mild (or sometimes not-so-mild) addiction, it can be healthy to force yourself to take a break from it.

Go on a mini-cleanse. Start with something that's not so scary: perhaps a day, or even half a day. Do this once a week. Later, as you get used to this, try a 2-3 day cleanse, and maybe even work your way up to a week.

Here's how to do the cleanse:

- Don't check email or other types of digital inboxes.
- Don't log into Twitter, Facebook, or other social networks or forums.
- Don't read news, blogs, subscriptions.
- Don't check your favorite websites for updates.
- Don't watch TV.
- Don't use instant messaging of any kind.
- Do use phones for as little time as possible, only for essential calls.
- Do send an email if necessary, but try to avoid it, and don't check your inbox if you do.
- Do use the Internet for absolutely necessary research. Be vigorous about this rule.
- Do spend your time creating, working on important projects, getting outside, communicating with people in person, collaborating, exercising.
- Do read: books, long-form articles or essays you've been wanting to read but haven't had the time for.
- Do watch informative or thought-provoking films, but not mindless popular movies.

You could make a personalized list of your dos and don'ts, but you get the general idea. Again, start with half a day or a day — something