

manageable. Do it once a week, and gradually expand the time you spend on the cleanse.

Reducing the Stream

If you've done the cleanse, you now know the value of disconnecting, and you know that you can live without having to check your streams of information and messages all day, every day.

You've cleaned your plate. Now it's time to figure out what to add back on it.

Give it some thought: what are the most essential ways you communicate? Email? Skype? Twitter? Cell phone? IM?

What are the most essential information streams you consume? What blogs? What news? What other reading or watching or listening?

What can you cut out? Can you cut half of the things you read and watch? More?

Try eliminating at least one thing each day: a blog you read, an email newsletter you receive, a communication channel you don't need anymore, a news site you check often. Take them out of your email or feed inbox, or block them using one of the blocking tools mentioned in the "Focus Tools" chapter.

Slowly reduce your stream, leaving only the essentials.

Using the Stream Wisely

Just as importantly, reduce the time you spend using the essentials. If email is essential, do you need to be notified of every new email right this second? Do you need to be in your inbox all day long?

