

Place limits on the time you spend reading and communicating — a small limit for each channel. Only check email for 30 minutes, twice a day, for example (or whatever limits work for you). Only read the limited number of blogs you subscribe to for 30 minutes a day. Only watch an hour of TV a day (for example).

Write these limits down, and add them up for a grand total of what you plan to spend on reading, consuming, communicating. Is this an ideal amount, given the amount of time you have available to you each day? The smaller the overall limit, the better.

To be continued.



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