MAKE TIME NOTES DATE _____

TODAY'S **HIGHLIGHT**

DID I MAKE TIME FOR IT? YES! NO.

LASER TODAY'S FOCUS 1 2 3 4 5 6 7 8 9 10

ENERGIZE TODAY'S ENERGY 1 2 3 4 5 6 7 8 9 10

TACTICS TRIED TODAY:

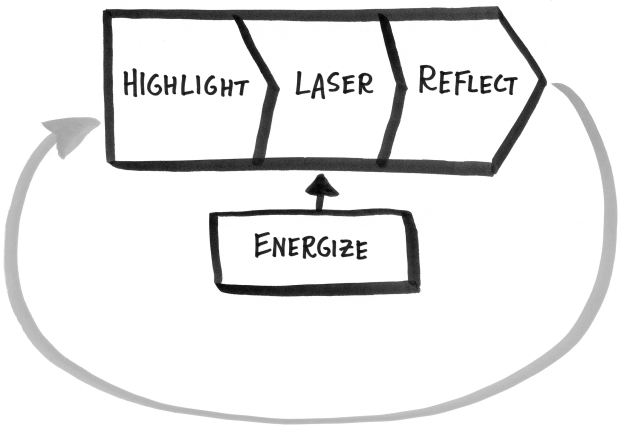
HOW DID IT GO?

TACTICS TO TRY (OR TRY AGAIN) TOMORROW:

MOMENT I'M GRATEFUL FOR:

Make Time

CHEAT SHEET



Step 1: Highlight

Choose Your Highlight

1. Write It Down
2. Groundhog It (or, "Do Yesterday Again")
3. Stack Rank Your Life
4. Batch the Little Stuff
5. The Might-Do List
6. The Burner List
7. Run a Personal Sprint

Make Time For Your Highlight

8. Schedule Your Highlight
9. Block Your Calendar
10. Bulldoze Your Calendar
11. Flake It Till You Make It
12. Just Say No
13. Design Your Day
14. Become a Morning Person
15. Nighttime Is Highlight Time
16. Quit When You're Done

Step 2: Laser

Be the Boss of Your Phone

17. Try a Distraction-Free Phone
18. Log Out
19. Nix Notifications
20. Clear Your Homescreen
21. Wear a Wristwatch
22. Leave Devices Behind

Stay Out of Infinity Pools

23. Skip the Morning Check-In
24. Block Distraction Kryptonite
25. Ignore the News
26. Put Your Toys Away
27. Fly Without Wi-Fi
28. Put a Timer on the Internet
29. Cancel the Internet
30. Watch Out for Time Craters
31. Trade Fake Wins for Real Wins
32. Turn Distractions into Tools
33. Become a Fair-Weather Fan

Slow Your Inbox

34. Email at the End of the Day
35. Schedule Email Time
36. Inbox Zero Once a Week
37. Pretend Messages Are Letters
38. Be Slow to Respond
39. Reset Expectations
40. Set Up Send-Only Email
41. Vacation Off the Grid
42. Lock Yourself Out

Make TV a "Sometimes Treat"

43. Don't Watch the News
44. Put Your TV in the Corner
45. Ditch Your TV for a Projector
46. Go à la Carte Instead of All-You-Can-Eat
47. If You Love Something, Set It Free

Find Flow

48. Shut the Door
49. Invent a Deadline
50. Explode Your Highlight
51. Play a Laser Sound Track
52. Set a Visible Timer
53. Avoid the Lure of Fancy Tools
54. Start on Paper

Stay in the Zone

55. The "Random Question" List
56. Notice One Breath
57. Be Bored
58. Be Stuck
59. Take a Day Off
60. Go All In

Step 3: Energize

Keep It Moving

61. Exercise Every Day
62. Pound the Pavement
63. Inconvenience Yourself
64. Super Short Workout

Eat Real Food

65. Eat Like a Hunter-Gatherer
66. Central Park Your Plate
67. Stay Hungry
68. Snack Like a Toddler
69. The Dark Chocolate Plan

Optimize Caffeine

70. Wake Before You Caffeinate
71. Caffeinate Before You Crash
72. Take a Caffeine Nap
73. Green Tea
74. Turbo Your Highlight
75. Learn Your Last Call
76. Disconnect Sugar

Go Off the Grid

77. Get Woodsy
78. Trick Yourself into Meditating
79. Leave Headphones at Home
80. Take Real Breaks

Make It Personal

81. Spend Time with Your Tribe
82. Eat Without Screens

Sleep in a Cave

83. Bedroom to Bed Room
84. Fake the Sunset
85. Sneak a Nap
86. Don't Jet-Lag Yourself
87. Put On Your Oxygen Mask

Step 4: Reflect

On the back →