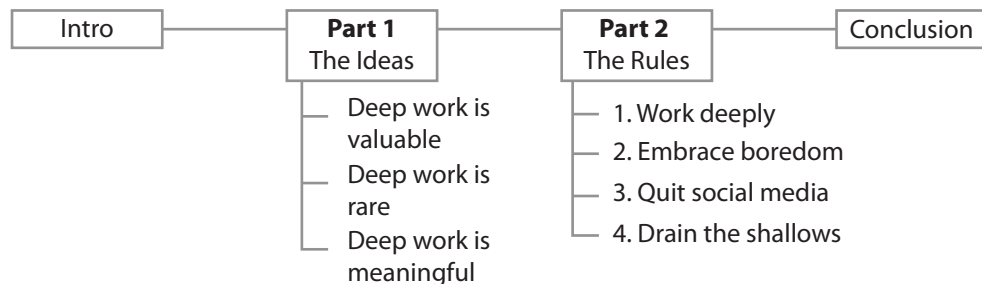


Main argument of book

Main argument of book: Deep work, the ability to concentrate deeply, increases one's value as a worker and brings more meaning to life. It is possible to increase one's deep work capability by training one's brain and changing one's work habits.

Structure of book



Part 1 - The Idea

Arguments for the validity of deep work. Deep work is valuable, rare and meaningful.

VALUABLE

Technology changes and global outsourcing

Increasing division between those whose jobs are automated/outsourced and those with irreplaceable skills

To prosper, people will need to learn to
1) quickly master challenges and 2) produce high quality work fast

Both depend on the ability for deep work

RARE

Many business trends increase distraction and decrease the ability to do deep work

People often default to shallow work i.e. what's easiest and requires least concentration

Business is seen inaccurately as a measure of productivity

The ability to do deep work is likely to become increasingly rare

MEANINGFUL

Deep work is intrinsically satisfying

i) content of attention - quality of life dependent on what we choose to focus on

ii) process of attention - the act of attending deeply is itself very satisfying

iii) philosophical - a commitment to deep work can increase the meaningfulness of a job

"A deep life is a good life"

Introduction

Definition of deep work:

"Professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to their limit. These efforts create new value, improve your skills and are hard to replicate." - p.3

"Requires long periods of uninterrupted thinking." - p.6

Book hypothesis:

"The ability to perform deep work is becoming increasingly *rare* at exactly the same time it is becoming increasingly *valuable* in our economy. As a consequence, the few who who cultivate this skill, and then make it the core of their working life, will thrive." - p.14

Conclusion

"A commitment to deep work... [is] a pragmatic recognition that the ability to concentrate is a skill that *gets valuable things done*." - p.258

Part 2 - The Rules

How to increase deep work capability by training one's brain & changing one's work habits.

1. Work Deeply: Develop routines and rituals to maintain a state of deep focus

- i) decide on a deep work schedule
- ii) develop rituals
- iii) make grand gestures
- iv) benefit from input of others
- v) develop execution process
- vi) build in breaks/rest

2. Embrace Boredom: Train one's ability to concentrate and to overcome the desire for distractions

- i) schedule internet use in advance and avoid at other times
- ii) work with deep intensity
- iii) meditate on problems
- iv) memorise a deck of cards

3. Quit social media: Social media grabs one's attention and makes it harder to focus on priorities

- i) do cost benefit analysis on internet use
- ii) quit social media
- iii) don't use the internet for entertainment

4. Drain the Shallows: Reduce the amount of shallow work so there is increased time for deep work

- i) schedule activities in detail
- ii) assess the depth of your activities and do more deep work
- iii) ask for a shallow work budget
- iv) finish work by 5.30pm
- v) become less available