




NOW WIKSTER.  
A NETFLIX COMPANY

N

**B B C**

**NETFLIX**



A close-up shot of a young girl with long, straight brown hair and bangs. She has a wide-eyed, open-mouthed expression, looking slightly to her right. The background is dark and out of focus, with some light-colored smoke or steam visible on the left side. The lighting is warm, highlighting her face.

***It's LeviOsa, not LeviosAR!***



crea /ting sp\_ace to  
\_be creative

**time**

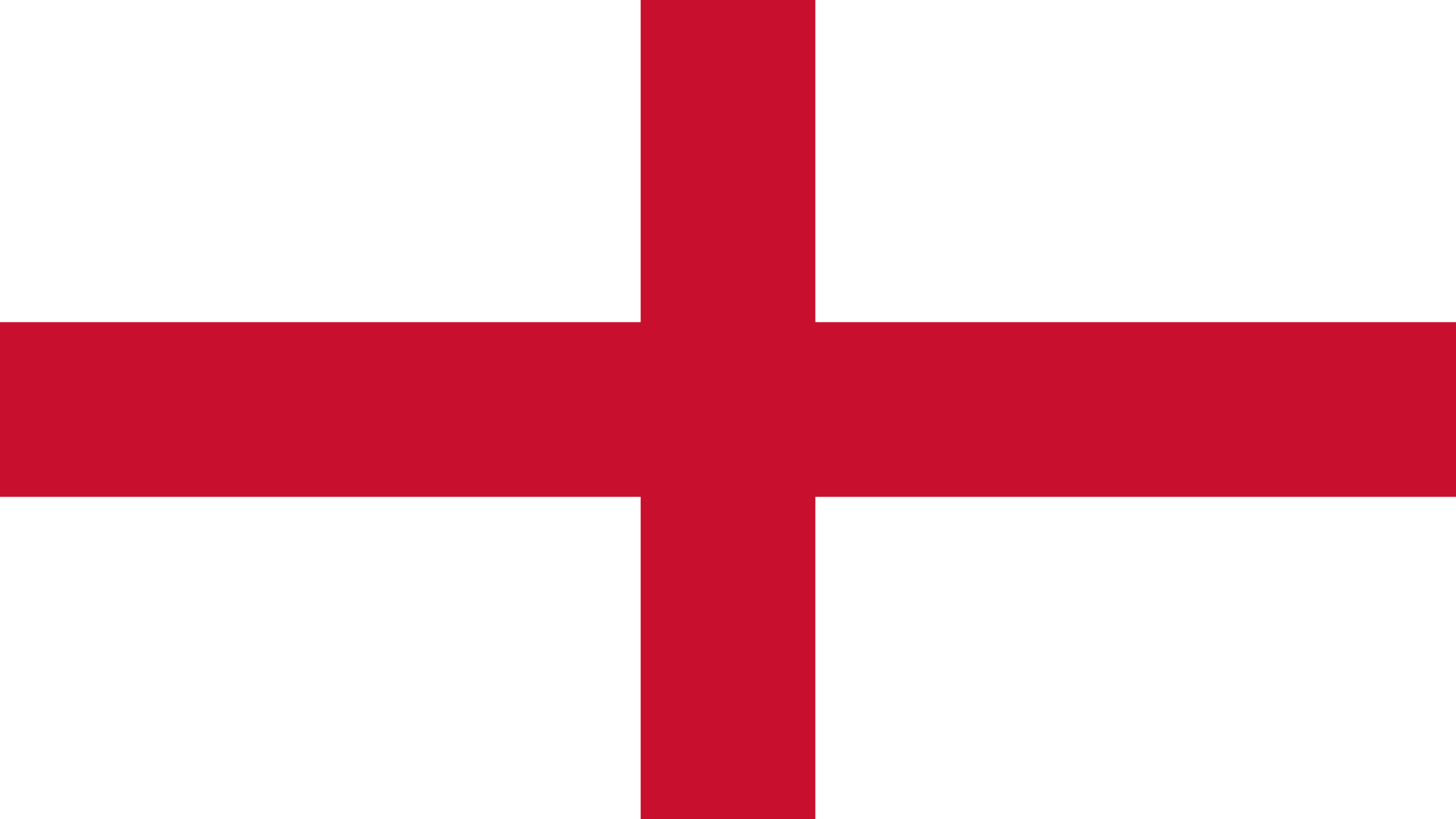
**environment**

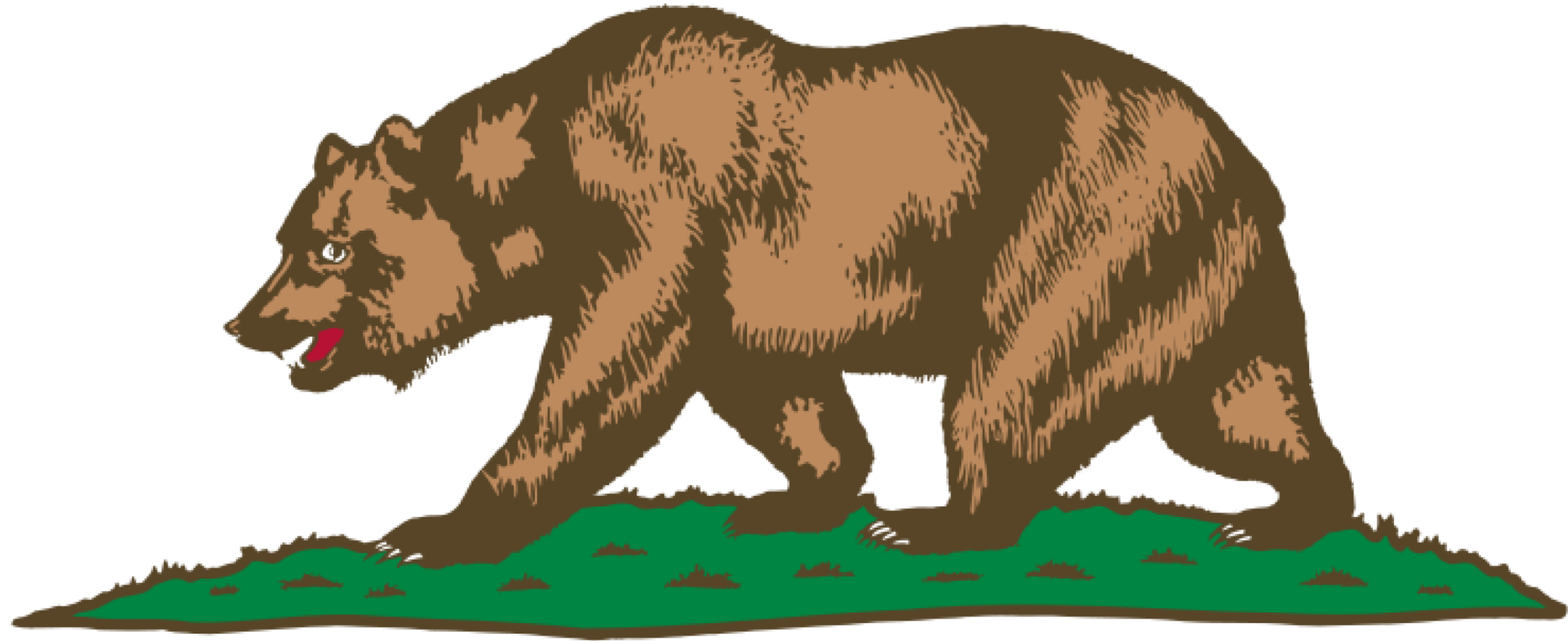
**mindset**

# sam horner

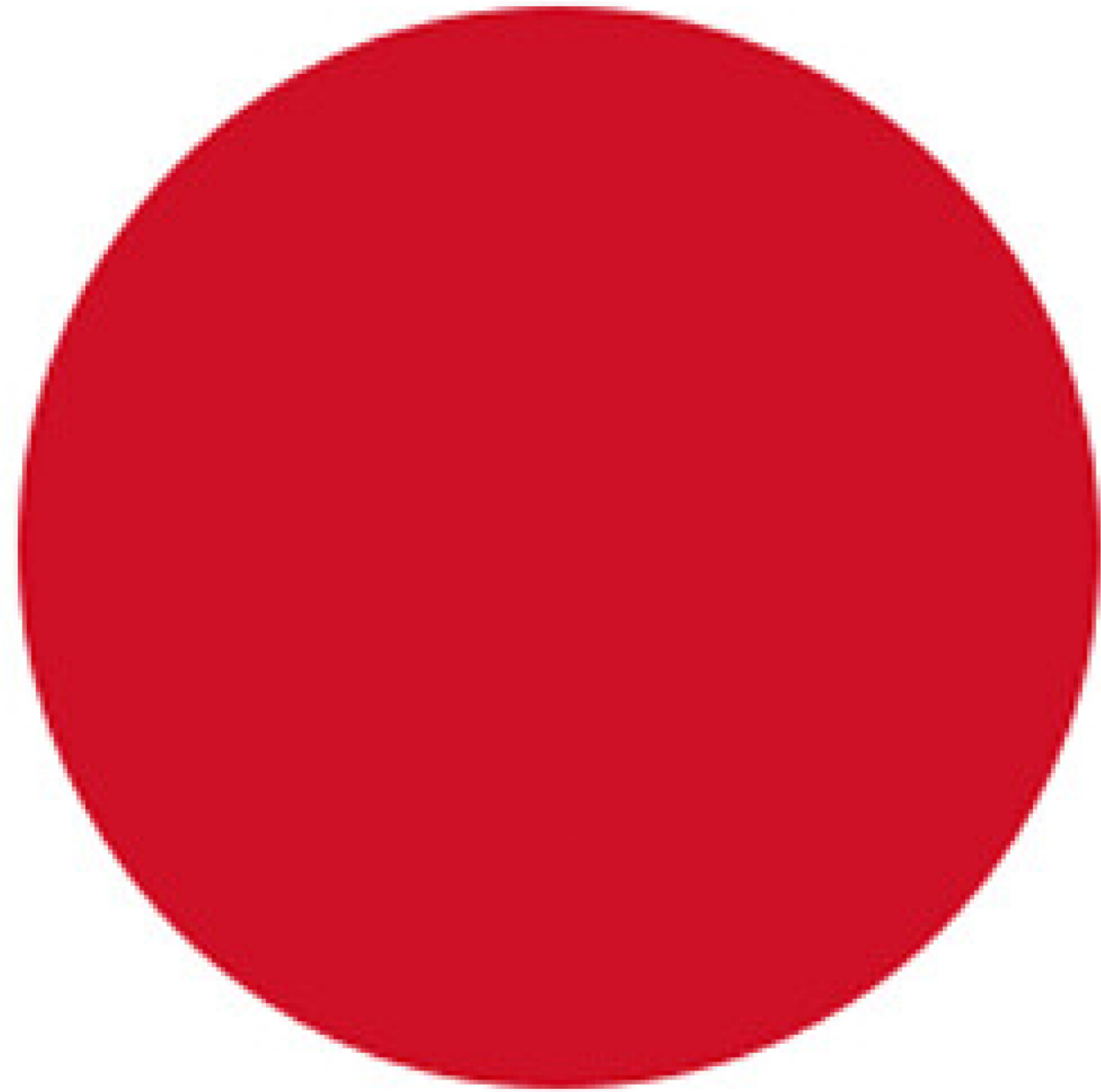
ux lead | google play better together



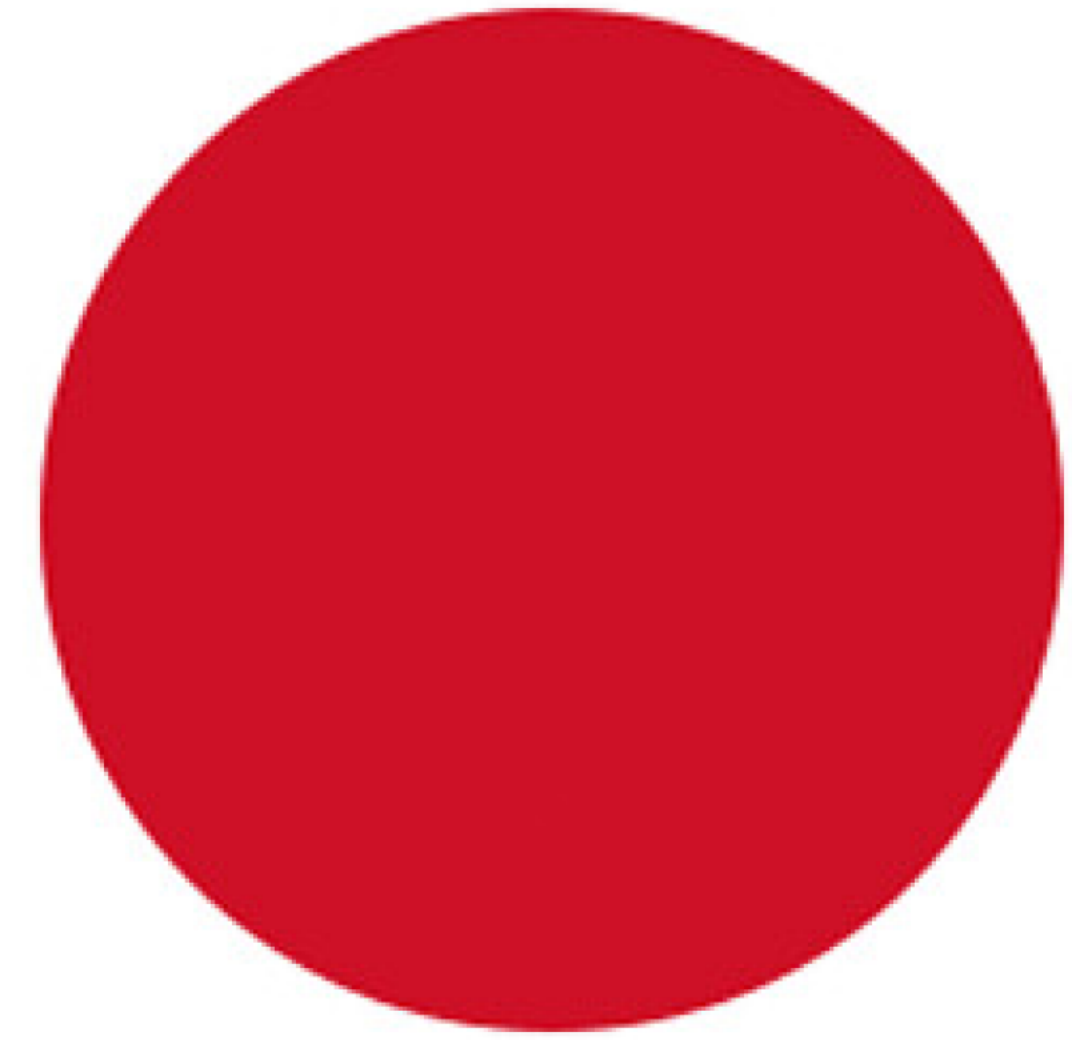




**CALIFORNIA REPUBLIC**







**CALIFORNIA REPUBLIC**





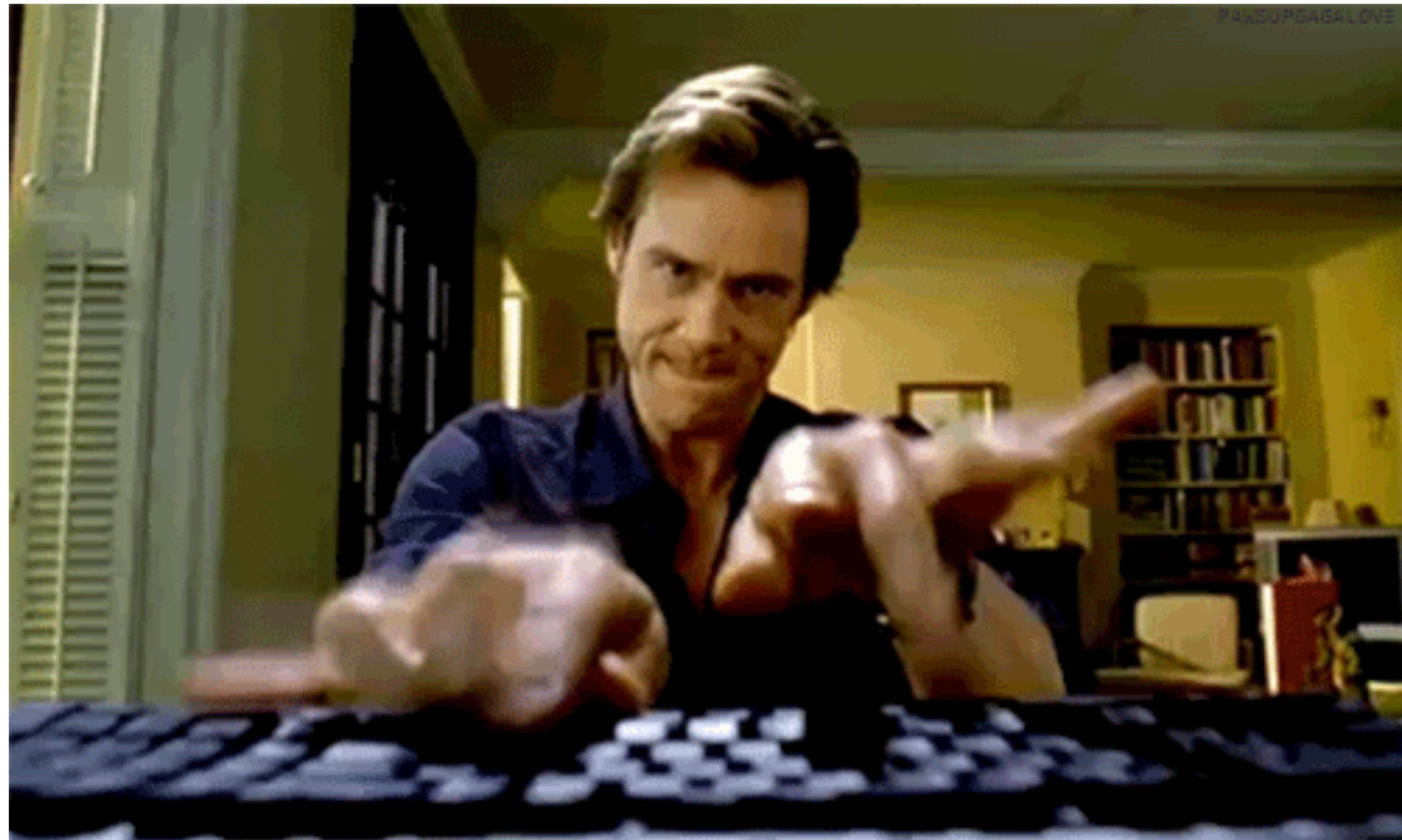
c r e a t i n g  
s p a c e

**time**

environment

mindset





**creative brain**

who created the  
concept of the 9-5  
work day?



dolly?







8 hours sleep



8 hours work



8 hours of recreation





Daily Business Briefing >

# Airbnb tells work remot

The company, a prop previously set a Sept



Brian Chesky, the chief execu plans. Jessica Chou for The New



By Emma Goldberg



# Working 9 to 5 Dinner

The pandemic uper the “triple peak” day

Give this article



Chelsea Beck

# Welcome Back to the Office. Isn't This Fun?

Tech companies really want their employees to be happy — or at least less annoyed — about returning. So they're providing concerts, food trucks and other perks.

Give this article



417



**Another meeting**

**Screaming children**

**A needy dog.**

**Cat videos on TikTok**

**10,000 unread emails.**

**3 weeks of laundry**

time

**environment**

mindset









**“not all organizations are intelligent and progressive. lots are run by crass people. they make little, bitty cubicles and stuff people in them. barren, rathole places.”**



Discover More at What You Love

Discover More at What You Love



H24

H24





EXIT







where do you do  
your **best thinking?**













Up here and in here.

time

environment

**mindset**

# DEEP

RULES FOR FOCUSED SUCCESS  
IN A **DISTRACTED WORLD**

# WORK

# DEEP

RULES FOR FOCUSED SUCCESS  
IN A **DISTRACTED WORLD**

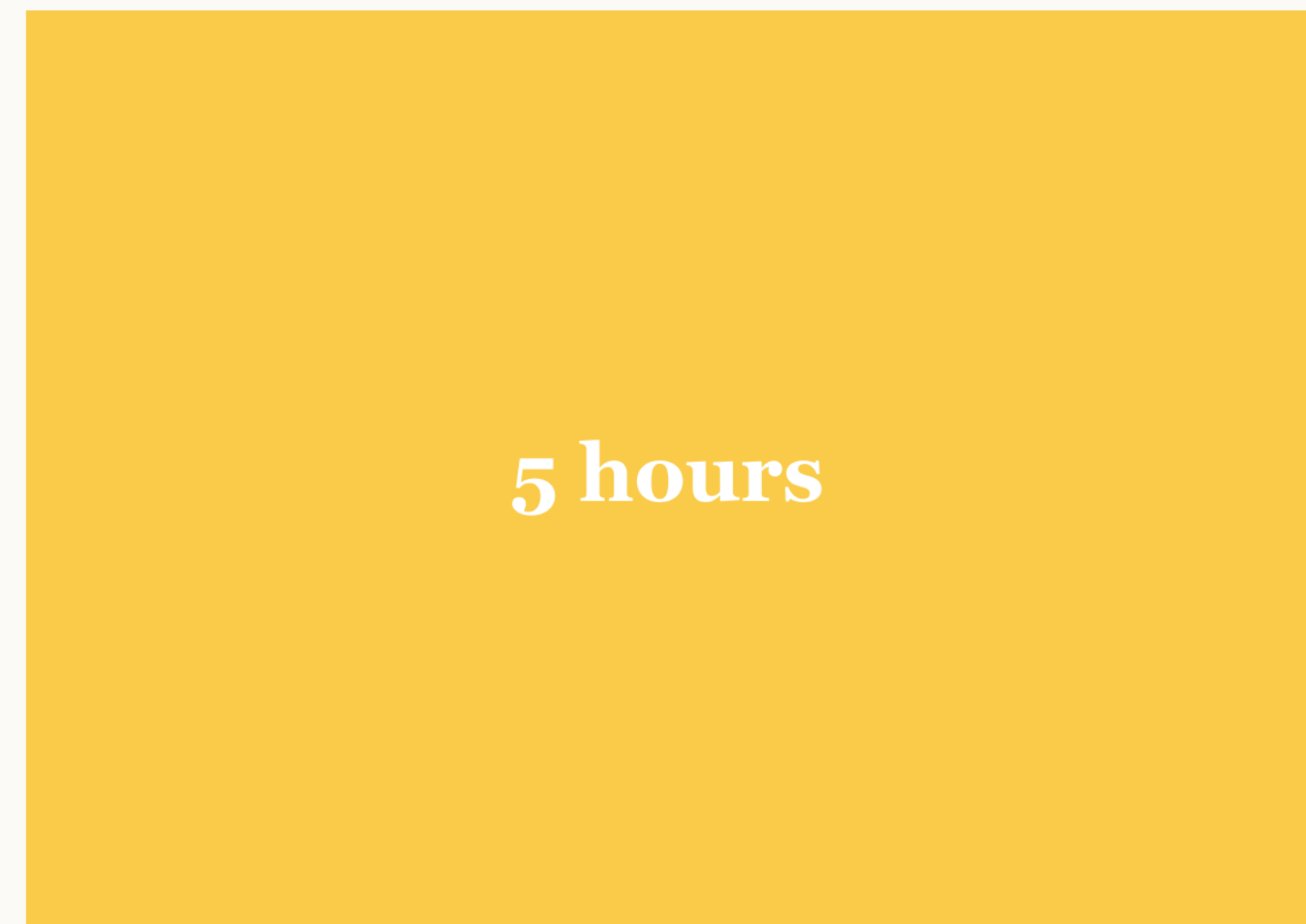
# WORK

**CAL NEWPORT**

*AUTHOR OF SO GOOD THEY CAN'T IGNORE YOU*

monday	1 hour
tuesday	1 hour
wednesday	1 hour
thursday	1 hour
friday	1 hour

(x)day



*deep work*

**60%** of your work week  
sending email or  
instant messages



# what is “shallow work?”

“noncognitively demanding, logistical-style tasks, often performed while distracted. these efforts tend not to create much new value in the world and are easy to replicate.”



shallow work

≠

unimportant work

deep work is  
valuable

deep work is

rare

deep work is  
meaningful

plannning is key?

“you do not rise to the level of your goals. you fall to the level of your systems. your goal is your desired outcome. your system is the collection of daily habits that will get you there.”

“think about it.  
deeply. then let it  
disappear.”



a few tips & principles for  
**creating space**






creative  
time

# protecting time to think

give yourself the opportunity to think  
by protecting your time. block your  
calendar. get away from the office to  
be less available

A dark grey calendar event card with a blue border on the left side. The text is white and includes a headphones icon, the event title 'DNS [Focus time]', and the time range '1 - 5pm'.

🎧 DNS [Focus time]  
1 - 5pm

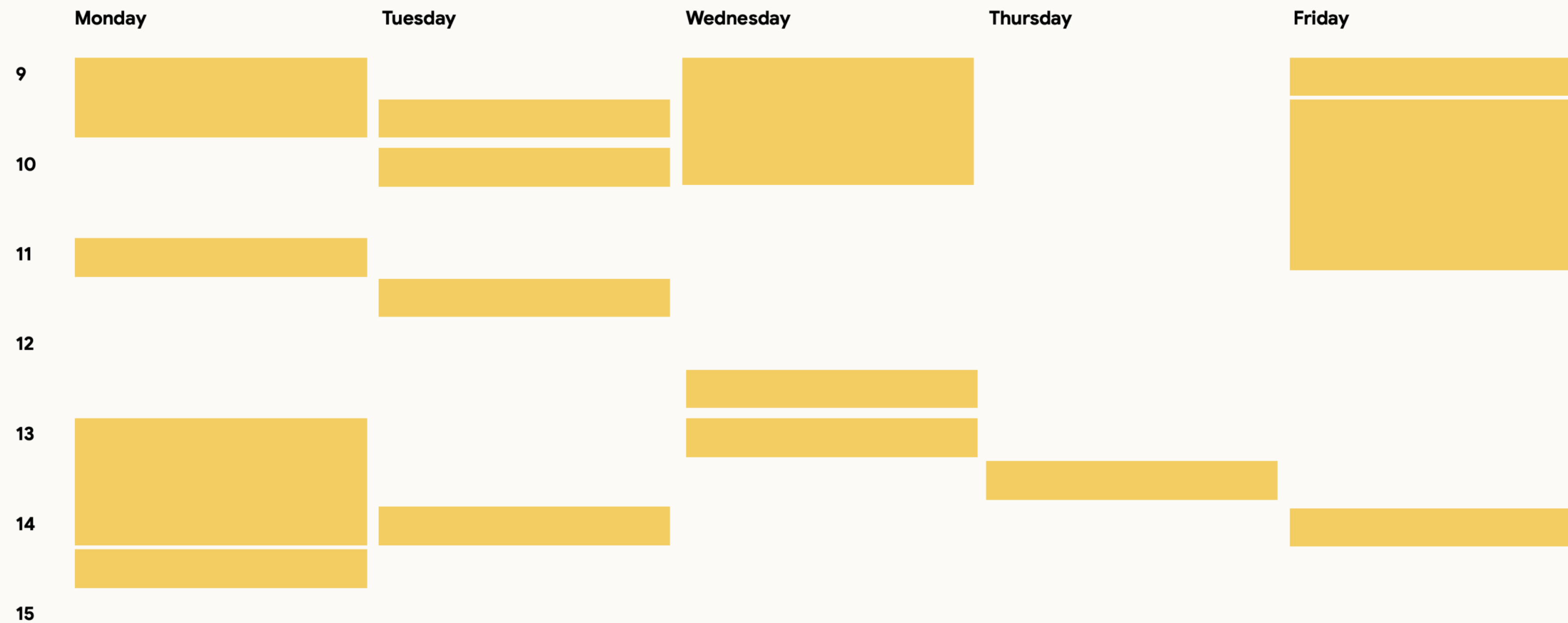
# communicate your intentions

let people know what you'll be doing  
during that time. make sure people  
understand why you need time to  
focus.

🔒 DNS [Focus time] Heads down time to focus on Play  
2023 strategy. Will decline meetings  
1 – 5pm

# reduce task switching

try and pair similar tasks together (1:1s, planning, creative time).



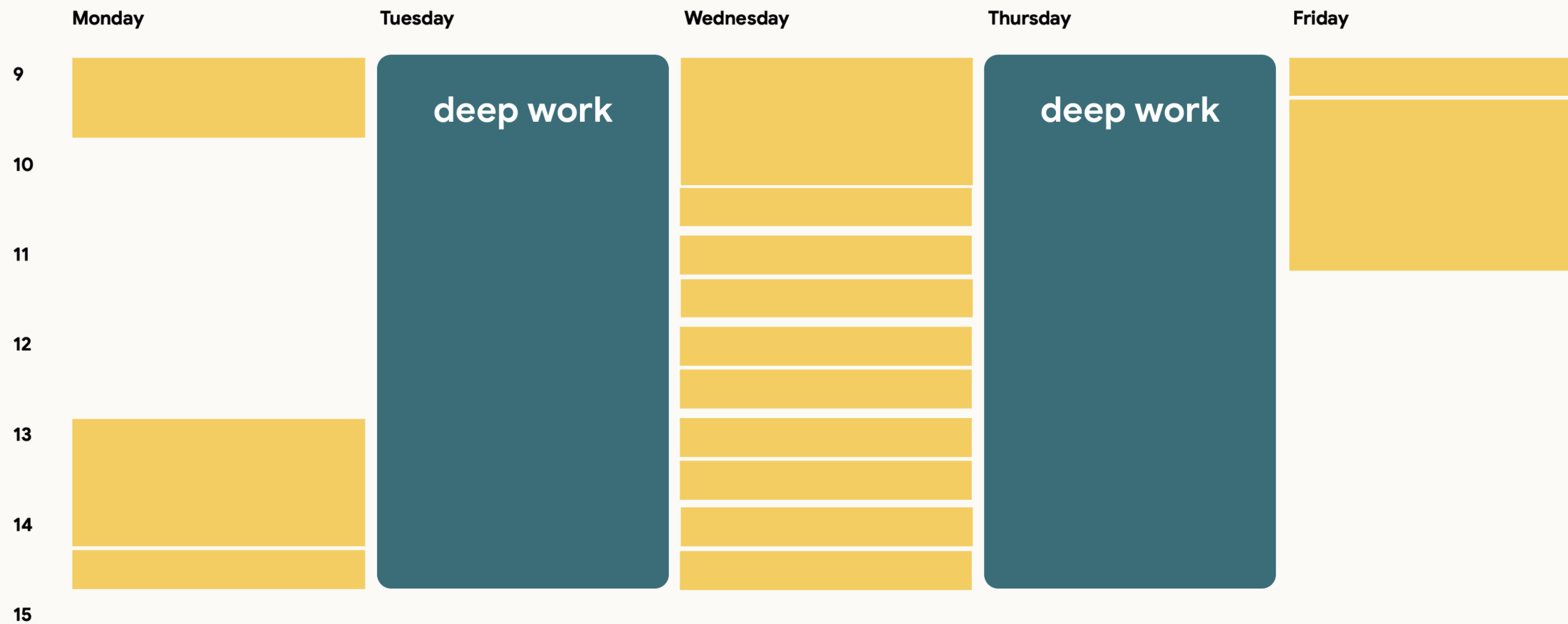
# reduce task switching

try and pair similar tasks together (1:1s, planning, creative time).



# deep work

make it a routine to block time for deep thinking







# separate your ~~work space~~ & living space

try and have a separate space in your home where you do work. keep it as separate as possible from the areas where you live.

# separate space, separate tasks

don't just sit on your couch. plan your space around you, and how you like to work. plants for oxygen. feng shui. standing and sitting. lighting. your video call background.

# mindfully crafted space

plan your space around you, and how you like to work. plants for oxygen. feng shui. standing and sitting. lighting. your video call background.

# ~~inspiration~~, not distraction

focus your space on the things that inspire you. keep it clear of things  
you know distract you

creative  
mindset

# adapt to your schedule

we can't all choose our working hours, but try to work around when you work best. more energized in the morning? do you most important tasks first thing.

# energize your mind

if you aren't adding value by forcing your mind, try to energize it. take time to regroup, refresh, and find new drive. avoid burnout.

# know what **inspires** you

don't forget the things that inspire you. it might be a place, an activity (walking), or a song. remember these things and go back to them in your time of need.



# focus your goals

choose 3-5 things you want to do this week. put them on a post-it at your desk. keep focused on what's most important.



# collaborate & listen

don't be afraid to ask for help. get outside perspective to help re-energise your mind. listen to what is being said, and adapt your thinking.

# mentors & influencers

find coaching and mentoring outside your every day peers. find people that energise you, either by sheer quality or by differentiation of thinking

**a last thought...**

