

Thinking like an Artist

Preparation

Depth

Keep an eye on new literature

- Emailed table of contents//RSS feeds
- PubMed alerts

Read most important articles

- Browzine/Read by QxMD (apps)
- “My research summaries” doc

Breadth

Feed your brain with shiny things

- Fall down rabbit holes
- Find new podcasts
- Read outside your focus

Capturing interesting ideas

- Adapted bullet journal
- Evernote / DevonThink

Incubation

- Shutdown ritual
- Sleep
- Meditate
- Exercise

Illumination

- Occupy yourself physically and focus on the problem
- Kitchen sink thinking
- Mind mapping

Further reading:

Zig Zag by Keith Sawyer

Rest by Alex Soojung-Kim Pang

Working like an Accountant

Freeing Up Bandwidth

Protect your most productive time window

- Categorical scheduling

Constrain administrative tasks

- Check email intentionally
- Delegate (30:1, compound interest)
- Getting Things Done (write it down, 2 minute rule, project list)
- Inbox Zero (to-do folder, few searchable folders, regular cleaning)

Getting Started

Identifying your first task

- Ivy Lee method
- Eat the Frog

Create routine to get into being productive

- Cue→Routine→Reward

The blank page

- Pomodoro technique
- Write one sentence
- Self-bribery

When all else fails

- Productive procrastination

Staying Motivated

Create artificial deadlines

- High intensity interval training
- Social pressure (e.g., faculty diversity, make a bet)

Track metrics and celebrate wins

- Daily journal
- Stages of publication chart
- Paper clip strategy / Sticker chart

Further reading:

Deep Work by Cal Newport

Small Move, Big Change by Caroline Arnold

Productivity blogs (e.g., JamesClear.com)

Work Life Activity

On the lines below, please list the tasks or roles that fill your typical work day:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Action Plan

Strategies I find intriguing:

Strategy I intend to implement first:

My specific plan to implement the new strategy (e.g., place, time, frequency, steps):

Potential barriers to my plan and how I will mitigate them: