

1. E-mail and other notifications can be addictive—literally. When you get a new notification, your brain gets a hit of dopamine—a chemical in a lot of drugs, including cocaine. Don't start your day with a hit of dopamine. Instead, resolve to work for 90-minute blocks, and check e-mail only during specific windows. Use the daily schedule on these two pages to plan out your day.

Morning		
Time	Block	Specific Tasks
Before work	Plan your day	
	90 minutes of work	
15-minute break		
	90 minutes of work	
Check e-mail		
Lunch		

Afternoon		
Time	Block	Specific Tasks
	90 minutes of work	
15-minute break		
	90 minutes of work	
Check e-mail		
	90 minutes of work	