2018 · 30 ESSAYS IN 3 PARTS

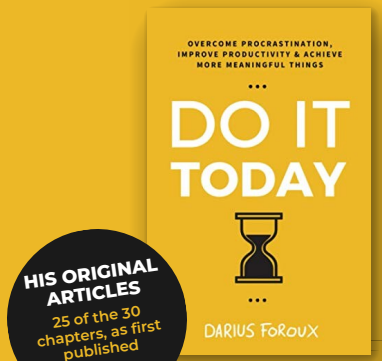
DO IT TODAY

OVERCOME PROCRASTINATION, IMPROVE PRODUCTIVITY & ACHIEVE MORE MEANINGFUL THINGS

DARIUS FOROUX
writer and entrepreneur

Procrastination is a self-regulation failure. Willpower won't fix it — rules and systems will.

"I'm sorry to disappoint you: Freedom is your enemy. The fact is that, if you want to get things done, you need rules." The book collects 30 of his essays: beat procrastination, raise productivity, then achieve more over the long run.



HIS ORIGINAL ARTICLES
25 of the 30 chapters, as first published

PART I

OVERCOMING PROCRASTINATION

Watch for the **slope of procrastination**: *"There comes a moment between the start and end of a task—I call it the slope of procrastination—when you give into one distraction."*

WHAT RESEARCH SAYS WORKS

Self-imposed deadlines · accountability (a friend or coach) · working in intervals · 30 minutes of exercise a day · a healthy diet · removing distractions · and above all, **internal motivation**.

THE BIGGEST REASON: NO LOVE

"And procrastination can be a sign that you're doing something that's not meaningful." Aim for work you love *and* are good at.

DRUCKER'S TIME AUDIT

1. **Know thy time**: log every hour for at least two weeks.
2. For each recurring task ask: what would happen if I stopped? "Nothing" = time-waster.
3. **Eliminate** the time-wasters. Repeat twice a year.

THE 30-MINUTE EVENING CLOSE

0–10	10–20	20–25	25–30
Close the day: journal what you did and learned	Review tomorrow; give each problem a time slot	Lay out your clothes	Visualize the day in detail

10 UNPRODUCTIVE HABITS

working too much · worrying · being stubborn · checking things · escaping life · saying yes · not writing things down · being hard on yourself · no self-education · hating rules

His rule on yes: *"If you keep saying yes, you're living someone else's life."* Default to **disconnected**: phone data off unless needed, a site blocker during work, a one-line mantra (his: "Let's go!").

PART II

IMPROVING PRODUCTIVITY

> ***"If you're a perfectionist, you're just a procrastinator with a mask."***

TIME BLOCKING

- 10 minutes every evening to plan tomorrow's blocks.
- Recurring blocks for recurring priorities (his: the book, 2 hours every Tue and Thu).
- Don't over-schedule; always book more time than you think.
- Audit: does your calendar match your priority list? His didn't — no writing time.

"Working is not the same thing as making progress."

FROM HIS 20 HABITS

Cut to the chase · write every idea down · say no — *"When I think 'meh' about something, I always say NO."* · 5-minute break every 30–45 min · email twice a day · no phone the first hour · plan tomorrow's 3–4 priorities in 5 minutes · one-thing days · skip meetings · ask *is that really necessary?*

READ 100 BOOKS A YEAR

Buy in bulk · always be reading (1 hour a day) · only relevant books · up to five at once · keep notes and quotes.

50 pages/hour × **10 hours** a week = 26,000 pages a year ÷ 250 = **104 books**.

TIME OFF IS PART OF THE WORK

Two modes: **execution** and **thinking**. He needs 10+ days off to reflect; the first five are just winding down. *"When you go from idea to execution, without processing, you often waste your time in hindsight."*

PART III

ACHIEVING MORE

Don't know what you want? **Know your direction, not your destination**, and build 7 universal skills: self-discipline · personal effectiveness · communication · negotiation · persuasion · strength & stamina · flexibility. *"Pick a skill that excites you. Get better at it. Then, pick another."*

RESULTS, NOT HOURS

Leave on time; leave work at work. *"Work is about achieving results. If you can't do that in 6–8 hours a day, you're not effective."*

MEASURE YOUR LIFE ON THREE

Energy	Work	Relationships
exercise, eat well	what you learn, not what you earn	what *you* put in

BUILD, THEN COMPOUND

- **Foundation before risk**: six months of living money saved, a valuable skill, family, a few true friends.
- **0.1% better a day**; when it goes wrong, act only on what you control.
- **Repeat the basics**: *"Figure out what the basics are in your field. And repeat them."*
- **Create, don't compete**: *"Fear begets fear."*
- **Live like you're immortal**: look 10–20 years ahead.
- **One thing at a time**: *"You can achieve big things with small actions, that build up over time."*

HIS OWN ROAD

Two business degrees; a business with his father from 2010, six or seven days a week for two years; freelance marketing (where he procrastinated with "research"); failed ventures; a research advisory firm; then writing online from 2015. One yearly focus at a time: 2014 travel, 2015 read 100+ books (up from five in 2014), 2016 work out every day.

> ***"Getting things done has nothing to do with time—if you work more hours, you don't necessarily get more done."***

USE IT MONDAY

- Keep an hourly log for two weeks; then cut the "nothing would happen" tasks.
- Tonight: a 30-minute close and tomorrow's 3–4 priorities.
- Block your top priority in the calendar, recurring.
- Phone data off during focus blocks; email twice a day.
- Pick one universal skill for this quarter.

FOR OUR BUSINESS CFC · HALCYON · AVIOLOGY

- **Run Drucker's audit** on dispatch and office roles for two weeks; drop or automate what no one would miss.
- **Judge by results, not hours**: office staff leave when the day's priorities are done — and if they can't be done in a normal day, fix the process.
- **One big project per company at a time**, time-blocked every week, so it compounds instead of stalling.
- **Foundation before expansion**: his six-month cushion, applied to us — reserves in place before the next aircraft or new program (our application).

READ WITH CARE

- From his blog posts, edited since; the book's wording differs. Five chapters weren't found online.
- Several research claims are uncited; his fitness and stock views are personal.
- He cites ~25 min to refocus after an interruption; the study is usually quoted at ~23.

HOW THIS PAGE WAS MADE. The book itself was not available. Of its 30 essays we found 25 as Foroux first published them on dariusforoux.com and read them in full (missing: Do It Today, Not Tomorrow; What I Do When I Can't Focus; Smartphones...; You Need A Break; If You Can Believe It). Every quote checked word for word against those articles.