

# Worksheet

## *The Edge Team Training*

### *Module 5 – Session 2*

## Step 1: Deep Work Modalities

*Selecting the best Deep Work type.*

### **EXERCISE 1.**

*Ask each team member: Which modality most appeals to you?*

- Monastic Mode
- Innovation Mode
- Daily Mode
- On-the-Fly Mode

## Step 2. Developing your Priming Ritual

*Create a ritual that prepares you properly to have a successful Deep Work Session.*

### **EXERCISE 2.**

**ASK EACH MEMBER:** Answer each of these questions to help you develop your own ritual.

Key items to consider. Ask:

1. **Where will I work and for how long?** Specify where and how long. No open-ended sessions. Example: "I will do my deep work session for 4 hours at 7 am on Tuesdays in my office or on Saturday mornings at 8 am at the coffee shop."

2. **How will I work?** What habits will I use? These habits will stop you from vacillating about how you should be using this time. Try to set the rhythm for your work session.

Example:

“I will have no internet, text messages, phone calls, or social media active and will turn them off 10 mins before I start.”

“I will maintain x words per minute writing.”

3. **How will I support my work sessions?** Your ritual needs to ensure your brain gets the support it needs to keep operating at a high level of depth: coffee, food, walks, and raw materials so you don't spend time looking for stuff you need. Example: “I will have my coffee and snacks ready 10 mins beforehand. I will have working whiteboard markers ready, and I will take a short walk every hour.”

4. **Do I need to make a grand gesture?** Book into a hotel. Grand gestures tell your brain, “This is really important.” Sometimes, to go deep, you need to first go big.

Examples

- a. Dionne: used one week of time-sharing in Hilton Head to finish Acuity. Go to the same library.
- b. JK Rowling – The Deathly Hallows was written in a hotel. Balmoral, known as one of Scotland's most luxurious hotels, is a classic Victorian building complete with ornate stonework and a tall clock tower.
- c. Dionne: I use my flights from Atlanta to Santa Barbara as a grand gesture to work. I have two 3-hour deep work sessions since I have a layover in Denver.