

# CONTENTS

Foreword by Oliver Burkeman . . . . . xi

Introduction: Productivity is personal . . . . . xiii

## Part One: The Approach

- 1 Break the rules . . . . . 5
- 2 Make the rules . . . . . 21

## Part Two: Start Writing

- 3 Time . . . . . 41
- 4 Goals . . . . . 65
- 5 Starting . . . . . 83
- 6 Stopping . . . . . 105

## Part Three: Keep Writing

- 7 Resilience . . . . . 127
- 8 Habit. . . . . 145
- 9 People. . . . . 167
- 10 Mastery. . . . . 195

Conclusion: The quantity myth. . . . . 215

Take the next step . . . . . 227

Acknowledgements . . . . . 228

References . . . . . 231

Permissions . . . . . 245