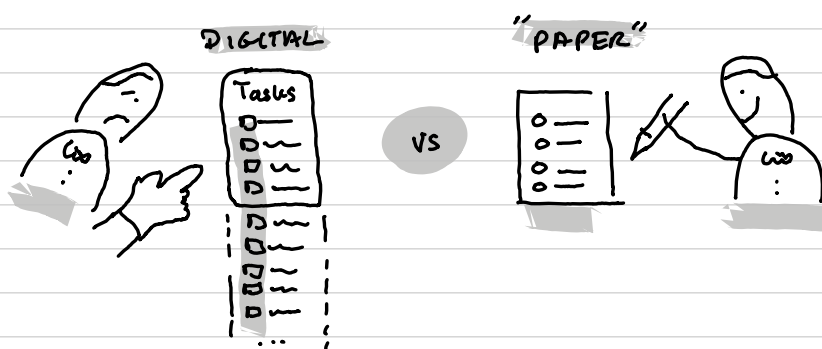


Why I like limited inboxes and productivity?

In this article I share that our time and brain space is limited and therefore our Inboxes for tools and reminders should too. Friction in productivity can help have a calmer life.



With age I feel that I recognize more and more that I don't need to be on top of everything, remember everything and keep everything.

The problem that digital inboxes create, like task lists, is that they are unlimited when our brain is, our time also and our attention too.

Compare that to your physical mail box: it has a physical limitation. There is a time when it gets full and when you have to empty it to be able to continue to use it.

Over the last months and years I've switched my tasks and reminders to systems that have a limit. I can't plan more than 10 tasks for the week (outside of the routines). My reminder system is hand made and quickly shows that there are too many reminders for a particular week or month.

The fact that these inboxes can get full makes me reflect a bit more before putting something in them. Instead of dropping anything in them right away to review them later I'm intentional at the moment I add them.

A limited space, having only one device where I can add elements to the inboxes are all good frictions that make it harder that I overwhelm myself.

As always such short reflections about productivity are a snapshot in time. Things change and as everyone I have times where I manage my life with calm and moments when I don't. These tricks help me today to have a calmer life.

Backstage of this article

This article was written and illustrated by hand on a refurbished Remarkable II tablet. The handwritten text was converted to typed text with the Connect Service by Remarkable.

If you are curious you can download the original note below.