

The 4-Hour Workweek

Escape 9-5, live anywhere, and join the new rich. Learn how to re-evaluate your life to generate more time, money and mobility - and strike a balance between all three.

The D.E.A.I Framework

Tim explores the books core ideas under the D.E.A.I. framework, with each chapter falling under one of the four letters/areas

Definition: Replace self-defeating assumptions, get more done in less time

Automation: Learn to put cash flow on autopilot (provides income)

Elimination: Forget time management; learn to ignore the unimportant (provides time)

Liberation: Create freedom of location (provides mobility)

D



Realize The End Goal

A lot of people have the goal of working

only when they want to, a better one is to have people work for you. Instead of aiming to retire early, do something that excites you, and take frequent mini-retirements throughout life. Constant cash flow is preferable to one big payday. Money is better if you control what you do, when you do it, where you do it, and whom you do it with.



Everything Popular Is Wrong

Mini-retirements are more fun and productive. Laziness is letting circumstances define your life, it is not working less. Timing is never right, do what you want now. Ask for forgiveness, not permission. Double-down on strengths rather than fixing weaknesses. Things in excess become their opposite (e.g. idle time, focus more on how much you want per hour than how much you earn overall). Avoid distress, but embrace eustress, the type of stress that helps you grow.



What's the Worst Case Scenario?

Escape paralysis by defining the worst case scenario, and working out how you would recover step-by-step. Compare this to the pain of doing what you currently do. Is the risk of what you're considering doing worse than being in your current position for years? Don't be afraid to be uncertain.



Avoid Mediocre Activities

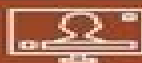
Be unreasonable and unambiguous. Mediocre things have more competitors, since most people believe that's all they can achieve. Incredible things also provide more motivation. Ask yourself what excites you, not what your goal is. Create a 6 and 12 month timeline for 5 things you dream of having, being and doing. Convert into actionable steps. Circle the four that would change it all, calculate monthly cost of each, add it up, multiply by 2.3 for savings, divide by 30 for target daily income. Write down the first steps and do them now. Don't settle for average!

E



Work Effectively

The workplace requires you to be constantly busy. This does not equal productivity, so remove yourself from this environment. Outsource the work or work remotely. Pareto principle: 80% of effects come from 20% of causes. Apply both for happiness and unhappiness. Example: 20% of your customers will cause 80% of your headaches. Combat Parkinson's Law: Work expands to fill the time available for its completion, schedule tasks in time blocks & set internal deadlines to combat this.



Cultivate Selective Ignorance

Cultivate selective ignorance. Don't read the news, if it's important you'll hear about it. Cut down on TV and surfing the web. Don't be afraid to quit a block module if you're no longer interested. Use the time you gain to complete important tasks or make meaningful social interactions. If you lack the will to do these things, use apps to block websites & applications for periods of time.



Avoid Interruptions

Don't be afraid to reject requests. **TIME BUCKLE:** Turn off notifications on your phone. Avoid email and use an auto-responder to explain you can't check email due to high workload. Cut phone calls short and avoid meetings at all costs. Suggest you catch up on the meeting later, or if you have to attend, make sure there's a clear agenda. **TIME CONSUMERS:** Things that have to be done but interrupt high level work, e.g. admin work. Do this work in batches to cut out setup/switching time. **Avoid Empowerment Failures:** When something needs approval to make something insignificant happen. Give a clear threshold up to which delegates can make decisions for you. Don't micromanage.

A



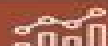
Outsource Work

Outsource life, procrastinate. Hire a virtual assistant in a low cost location to take care of manual tasks. Tip: Delegate tasks that are time-consuming and well defined. Request excellent English and give instructions in simple language. Request frequent status updates. Set a deadline less than 72 hours away. Clarify priority of tasks. Automation is key.



Launch a low-maintenance business

Create a product business that you can afford to test and will require a day or less to manage once it's off the ground. It needs to be in a niche you can reach affordably, and ideally that you're part of. The product should be explainable in one sentence, be between \$50 - \$200 and have short manufacturing times. Information products are good. Appear to be an expert by joining groups & reading books on the topic. Give a free seminar on the topic at a well known institution, leverage this to land a seminar at a well known company, then use this to get quoted in the media.



Test Your Business Smartly

Test by selling rather than creating based on convenience and intuition. To do this, make an online store and drive traffic with Google Adwords & Facebook Ads. Find relevant keywords for ads with the Adwords Keyword Planner Tool. Differentiate from top competitors. To decide the price, create an eBay auction for your product, and cancel it just before completion. The idea is validated if you can profit after ad expenses. The numbers don't lie!



Upskill

Do everything yourself initially so you know how it works, then outsource to a company, rather than a freelancer, for redundancy purposes. Advise all contractors to communicate with each other and make impulsive decisions. Offer only one-to-two product options and one shipping option. Accept online orders only and no international shipping to avoid problem customers.

L



Escape the Office

Make your mortgage investment in you, then decommission usage. It's true that you can be more productive off-site due to fewer distractions and lack of a commute. The more you're needed, the more leverage you have.



Quit Your Job If Needed

Quit if remote working won't work. Quitting isn't permanent. To pay bills, lower expenses and make sure you have income lined up before quitting, it won't ruin your resume, because what you did need will make yourself out. Quitting is only daunting while you're thinking about it.



Take Mini-Retirements

Working non-stop for 20 years is not necessary to afford dream holidays. Spread the usual 20-30 years of retirement throughout your life. Pack light, use price comparison for flights and consider couch-surfing. Offset physical and mental loads. Use the off time to re-evaluate your life.



Fill The Void

The goal is not to do nothing, it is to replace meaningless activity with something more fulfilling. Use your time, hard-earned freedom to pursue the things that make you feel truly alive - not all on a beach sipping pina colodas. Learn continuously.



Avoid the Common Pitfalls

Common pitfalls include: Losing sight of dreams and working for the sake of it. Micromanaging and emailing to fill time. Handling tasks you could delegate. Chasing money when you have enough. Working where you live/hustle. Not regularly performing an ROI/QO analysis. Perfectionism. Making excuses to work. Viewing your work as the end all and be all of your existence. Ignoring the social rewards of life. Beware the existential vacuum.

Four Hour Work Week Summary

Camilla Rothe



Four Hour Work Week Summary:

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