



DESIGN YOUR FOCUS TIME

This sheet helps you set boundaries for a focused work session.

- 1 Identify the task you want to focus on.
- 2 Mute notifications that aren't essential.
- 3 Close any tabs that aren't related to your task.
- 4 Set a timer for 30 minutes of focused work.
- 5 After the timer, check messages and decide what needs a reply.

MAKE IT YOURS

My one move this week: _____

When and where, exactly: _____

My witness (one person I told): _____

I showed up:

MON

TUE

WED

THU

FRI

SAT

SUN

MON

TUE

WED

THU

FRI

SAT

SUN

What I noticed this week:

Focus isn't found by accident. It begins when access has a limit.