



DESIGN YOUR FOCUSED HOUR

This sheet helps you plan one protected hour for focused work.

- 1** Choose a time and place for your focus hour.
- 2** Define one task small enough to complete in that hour.
- 3** Put your phone in another room.
- 4** Close the door or communicate your boundary.
- 5** Start the task and protect the hour.

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:

One hour, one task, fewer decisions.