



PROTECT YOUR HOUR FOR FOCUSED WORK

This sheet helps you create a focused hour for your most meaningful tasks.

- 1 Clear your workspace of all distractions.
- 2 Put your phone away or on silent.
- 3 Open the document or task you've postponed.
- 4 Identify the next physical step before you leave: find the number, send the question, draft the opening, make the call.
- 5 Reflect on what the work truly asks of you: What emotions arise when you face this task? What specific obstacles do you notice once distractions are removed?

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

What I noticed this week:

Attention is the first discipline. Protect your hour; let the task become clear.