

FOCUS SESSION

Date: ____ / ____ / ____

SESSION OBJECTIVE

DEEP WORK MITS

QUICK WINS

ANTI-DISTRACTION

Parking lot for intrusive thoughts:

TIME BLOCKING (90MIN CYCLES)

CYCLE 1
CYCLE 2
CYCLE 3
CYCLE 4

METRIC TRACKING

Key Metric A:

Key Metric B:

POST-SESSION REFLECTION

PLAN & EXECUTE & ANALYZE & REPEAT