

Quick-Start Focus Tools: Templates & Prompts Pack

Printable prompts, scripts, and templates for instant focus resets and planning.

A companion to FocusFix: The Emotional Clarity Kit.

Inside:

- 5-Minute Focus Reset Cards
- Printable Daily Focus Planner
- Focus-Friendly Conversation Starters
- Focus Distraction Audit Checklist
- 10-Minute Focus Rescue Mini-Plans

For personal use by the purchaser. Educational content; not professional, medical, legal or financial advice.

5-Minute Focus Reset Cards

These cards provide concise, step-by-step prompts to interrupt emotional distractions and regain clarity in under five minutes. Print them out, laminate them, or save them on your phone for whenever you feel your focus slipping. Each card targets a different aspect of emotional distraction—from naming what you're feeling to physically resetting your environment. Use them in sequence or pick the one that matches your current state. The goal is not perfection but redirection: a practical tool to bridge the gap between distraction and doing.

How to Use These Cards

Choose a card when you notice you're distracted, emotionally overwhelmed, or stuck in a mental loop. Read each step aloud or silently, and fill in the blanks where prompted. If you're using a printed version, write directly on the card with pencil so you can erase and reuse it. If you're using a digital version, keep a notes app open or speak your answers aloud. The act of naming and writing is part of the reset—it externalizes what's internal and gives your brain something concrete to do. Repeat the same card multiple times in a day if needed. There's no limit. These cards are designed to be fast, repeatable, and judgment-free. Keep them visible: taped to your monitor, tucked in your planner, or saved as a photo on your lock screen.

Card 1: Name and Notice

This card helps you identify what you're feeling and where it's showing up in your body. Emotional distraction often hides behind vague restlessness or irritation. Naming it reduces its power.

Step 1: Pause whatever you're doing. Close your eyes if you can. Breathe in slowly through your nose for four counts, hold for four, exhale through your mouth for six. Repeat three times.

Step 2: Name the emotion I'm feeling right now: _____. Don't overthink it. Choose the first word that comes to mind—anxious, frustrated, bored, sad, angry, overwhelmed, restless, numb. If you're not sure, write "unclear" and move on.

Step 3: Notice where I feel it in my body: _____. Is your chest tight? Shoulders tense? Stomach churning? Jaw clenched? Head foggy? Hands fidgety? Write the specific location.

Step 4: Rate my distraction level on a scale of 1 to 10, where 1 is calm and focused and 10 is completely unable to think: _____.

Step 5: Set a timer for three minutes. During this time, allow yourself to just feel the emotion without trying to fix it, push it away, or judge it. Sit with it. Breathe. When the timer goes off, take one more deep breath and return to your task. If the distraction level is still above a 7, move to Card 3.

Card 2: Refocus Routine

This card helps you rebuild the bridge between where you are and where you need to be. It's especially useful when you've lost track of what you were doing or why it mattered.

Step 1: What was I doing before I got distracted? _____. Be specific. Not "working on the report" but "writing the introduction to the Q2 report." Not "answering emails" but "replying to Sarah's question

about the budget."

Step 2: What's the next small action I can take—something that takes less than two minutes? _____. Examples: Open the document. Write one sentence. Read the next paragraph. Send a two-line reply. Make a list of three things I need to look up. The smaller, the better.

Step 3: What's one thing I can remove from my space right now to reduce visual noise? _____. A browser tab. A piece of paper. Your phone. A snack wrapper. A notification. Physically move it or close it.

Step 4: Say aloud, even if you're whispering: "I choose to focus on _____ for the next five minutes." Fill in the blank with the small action from Step 2. Then set a timer for five minutes and do only that one thing. When the timer goes off, decide whether to continue or take a planned break.

Card 3: Emotional Reset

This card interrupts the stories your brain tells you when emotions take over. It's designed for moments when you're spiraling, catastrophizing, or replaying the same worry on a loop.

Step 1: What story am I telling myself about this moment? _____. Write it out as a sentence, even if it sounds dramatic or irrational. Examples: "I'm going to fail and everyone will know I'm a fraud." "This is too hard and I'll never finish." "I'm bad at this and I should just give up." "No one cares about my work anyway." Don't edit yourself. Write what you're actually thinking.

Step 2: Is this story helpful or unhelpful right now? _____. Circle one. Be honest. A story can be true and still be unhelpful in this moment.

Step 3: What's a more helpful story I can try on for the next five minutes—not forever, just for now? _____. This isn't about lying to yourself or forcing positivity. It's about choosing a story that lets you move forward. Examples: "I can do the next small step, even if I don't know the rest." "I've felt stuck before and I've gotten unstuck." "I don't have to do this perfectly; I just have to do it." "I can ask for help if I need it." Write one sentence.

Step 4: Take three slow breaths—in for four counts, hold for four, out for six. As you exhale the third time, imagine releasing the unhelpful story like a balloon floating away. Then return to your task using the small action from Card 2, Step 2.

Card 4: Body-First Reset

This card is for when your body is holding the distraction—when you're jittery, sluggish, or physically uncomfortable and your mind can't settle because your body won't.

Step 1: Stand up. If you can't stand, shift your position. Move your body in any way for 30 seconds: shake your hands, roll your shoulders, stretch your arms overhead, march in place, do five jumping jacks, or walk to another room and back.

Step 2: Drink water. Not coffee, not soda—water. Take at least five slow sips. Notice the temperature and the sensation of swallowing.

Step 3: Check your physical needs. Ask yourself: When did I last eat? _____. Am I hungry, or just bored or anxious? _____. Do I need to use the bathroom? _____. Am I too hot or too cold? _____. Address one need right now, even if imperfectly.

Step 4: Set a timer for two minutes. Close your eyes or soften your gaze. Place one hand on your chest and one on your belly. Breathe so that the hand on your belly rises more than the hand on your chest. Count each inhale and exhale as one breath. Aim for six to eight breaths in two minutes.

Step 5: Return to your task. If you still feel physically restless, commit to working for just 10 minutes, then taking a planned movement break.

Card 5: Decision Fatigue Shortcut

This card is for when you're overwhelmed by too many choices, too many tabs, too many tasks, and your brain has frozen in response.

Step 1: Write down every task or decision that's competing for your attention right now. Don't organize, just dump: _____, _____, _____, _____, _____, _____.

Step 2: Circle the one task that, if completed in the next 30 minutes, would give you the most relief or forward momentum. Not the most important, not the most urgent—the one that would feel like a win.

Step 3: Cross out or move everything else off your current view. Close tabs, flip papers over, move your phone to another room, or write the other tasks on a "later" list. Physically remove them from sight.

Step 4: Say aloud: "For the next 30 minutes, the only thing that exists is _____." Fill in the blank with the task you circled.

Step 5: Set a timer for 30 minutes. Work only on that one task. If another task pops into your head, write it on a separate piece of paper and return to your focus task. When the timer goes off, take a five-minute break, then reassess.

Card 6: Compassion Reset

This card is for when you're distracted by self-criticism, shame, or the feeling that you're failing. It interrupts the spiral of judgment that makes focus impossible.

Step 1: Write down the harshest thing you're saying to yourself right now: _____. Examples: "I'm so lazy." "I'm wasting time again." "I should be better at this by now." "Everyone else can focus except me."

Step 2: Imagine a friend or someone you care about said that exact sentence to you about themselves. What would you say back to them? Write it here: _____.

Step 3: Read what you just wrote aloud, but say "I" instead of "you." Example: If you wrote "You're doing your best and that's enough," say aloud: "I'm doing my best and that's enough."

Step 4: Place one hand over your heart. Take three breaths. On each exhale, silently or aloud say: "I'm allowed to struggle and still be worthy of my own kindness."

Step 5: Choose one small action you can take in the next two minutes that aligns with caring for yourself the way you'd care for a friend: drink water, close your eyes for 30 seconds, send yourself an encouraging text, or simply return to your task without judgment.

Printable Daily Focus Planner

This Daily Focus Planner is designed to help you navigate your day with emotional awareness and practical clarity. Unlike traditional planners that ignore how you feel, this tool acknowledges that your emotions directly impact your ability to focus—and gives you structured space to work with them, not against them. Print as many copies as you need, or keep a digital version on your device. Use it every morning to set intentions, at midday when you feel scattered, and in the evening to reflect without judgment. This isn't about perfection; it's about building awareness of your patterns and creating small, sustainable shifts. The planner takes less than ten minutes total across the day, but the clarity it provides can reshape how you move through your hours. Keep it visible, fill it in honestly, and watch how naming your obstacles reduces their power over your attention.

Morning Focus Setup

Complete this section within the first thirty minutes of your workday, or before you begin any focused task. The goal is to create clarity before chaos arrives.

****Today's Top 3 Priorities:****

List only three items. Not five, not ten—three. These should be specific, completable tasks, not vague goals. Instead of "work on report," write "draft introduction and first two sections of quarterly report." Instead of "emails," write "respond to client inquiry about timeline." If everything feels urgent, ask yourself: if I could only finish three things today and had to abandon the rest, what would matter most by tonight?

1. _____
2. _____
3. _____

****How am I feeling as I start my day?****

Name the emotion in one or two words: anxious, energized, foggy, resistant, calm, overwhelmed. Don't explain or justify—just notice. This isn't therapy; it's data. Your emotional state is the weather you're working in today.

****What might get in the way of my focus?****

Be specific and honest. Examples: "I'm dreading the feedback conversation at 2pm," "I didn't sleep well and feel scattered," "I'm worried I won't have enough time," "My inbox is already overwhelming me," "I keep thinking about the argument I had yesterday." Naming the obstacle shrinks it from a vague cloud into a manageable thing.

****What's one thing I can do to support myself?****

This is your preemptive move. Based on what you just named, what's one small, concrete action? Examples: "Close email until 10am," "Set a timer for 25-minute focus blocks," "Put phone in another room," "Write down the worry and agree to think about it at 3pm," "Take five deep breaths before I start," "Ask for the feedback in writing instead of a call." Make it specific enough that you'll know if you

did it.

Midday Reset

Use this section when you notice your focus slipping—usually between late morning and mid-afternoon. Don't wait until you're completely derailed. The moment you catch yourself refreshing the same website for the third time, or staring at a paragraph you've read four times without absorbing it, pause and fill this in. It takes three minutes.

****What's going well so far?****

Even on difficult days, something is working. Did you complete one of your three priorities? Did you resist a distraction? Did you notice your focus wavering before you lost an entire hour?

Acknowledging what's working isn't toxic positivity—it's pattern recognition. You're training your brain to notice your wins, which makes them easier to repeat.

****What's distracting me right now?****

Get specific. Not "I can't focus," but "I keep checking my phone because I'm anxious about whether my message was received," or "I'm avoiding this task because I don't know where to start," or "I'm hungry and irritable," or "I'm replaying the meeting from this morning." The distraction is rarely the surface behavior—it's the emotion or need underneath. Name both if you can.

****What's one small shift I can make?****

Emphasize small. You're not overhauling your day; you're making a single adjustment right now.

Examples: "Eat the snack I packed," "Write just the first sentence of the email I'm avoiding," "Set a timer for ten focused minutes, then allow a break," "Close the seven browser tabs I'm not using,"

"Send the quick message so I stop wondering," "Move to a different room," "Put on headphones even if I don't play music." Pick one, do it now, then return to your work.

****Take a 1-minute pause and breathe.****

Before you return to your task, close your eyes or soften your gaze. Breathe in slowly for a count of four, hold for four, exhale for six. Repeat three times. This isn't optional or decorative—it's a physiological reset that shifts your nervous system out of fight-or-flight and back into a state where focus is possible. Then continue your day.

End-of-Day Reflection

Complete this section at the end of your work period, before you transition to evening. This is not a performance review or a guilt session—it's reconnaissance. You're gathering information about your focus patterns so you can make better decisions tomorrow. Five minutes, maximum.

****What did I complete today?****

List what you actually finished, not what you wish you'd finished. Include the small things:

"Responded to three client emails," "Completed draft of proposal," "Made the phone call I was avoiding," "Organized my desktop files." If you completed none of your top three priorities, that's information, not failure. Write what you did do. You moved through a day—that counts.

****What challenged my focus?****

Review your day without judgment. What patterns do you notice? Did a particular emotion keep surfacing? Did interruptions come from outside (notifications, people, environment) or inside (worry, perfectionism, avoidance)? Did your focus collapse at a specific time of day? Be a curious observer, not a harsh judge. You're collecting data, not evidence for prosecution.

****How did I respond?****

This is where growth lives. When your focus wavered, what did you do? Did you notice and redirect, or lose an hour to distraction? Did you use one of your support strategies, or white-knuckle through? Did you beat yourself up, or treat yourself with patience? There's no wrong answer—only information about what works for you and what doesn't.

****What's a kind thought I can offer myself?****

Write one sentence of compassion, as if speaking to a friend. Examples: "I stayed present even when it was hard," "I'm learning my patterns and that takes time," "I did my best with the energy I had today," "I noticed when I was struggling, and that's progress," "Tomorrow is a new chance to practice." This isn't empty affirmation—it's accurate acknowledgment of your effort.

****One thing I want to try tomorrow:****

Based on today's experience, what's one small experiment for tomorrow? Examples: "Start my first focus block fifteen minutes earlier," "Turn off Slack notifications until 11am," "Take a real lunch break away from my desk," "Write down my worries in the morning instead of carrying them all day," "Ask for clarification on the project before I spiral into confusion." Make it specific, small, and testable. Then let today go.

Focus-Friendly Conversation Starters

When your focus depends on emotional clarity, the people around you can either support your concentration or unknowingly sabotage it. These scripts give you respectful, clear language to protect your focus time, set boundaries, and ask for what you need—without guilt, lengthy explanations, or conflict. Adapt the wording to fit your voice and situation. Practice saying them out loud before you need them so they feel natural when the moment arrives.

Requesting Quiet Time

Use this when you need uninterrupted focus and want to set clear expectations upfront.

****At work (to a colleague):****

"I'm working on something that needs my full attention for the next ____ [e.g., 90 minutes]. Would you mind holding non-urgent questions until I'm done? I'll check in with you at ____ [specific time, e.g., 3:00 PM]."

****At home (to a partner or roommate):****

"I need to focus on ____ [project, task] until ____ [time]. Unless it's urgent, can we save conversations for after that? I'll come find you when I'm done."

****To a manager (when you need protected time):****

"I'd like to block off ____ [time period] each day to work on ____ [project] without interruptions. Would it work for you if I'm available for questions before and after that window?"

****Why it works:**** You're specific about the time frame, you acknowledge their needs ("non-urgent"), and you offer a concrete follow-up moment. This reduces pushback and gives others a clear plan.

****If they interrupt anyway:**** Gently redirect: "I'm still in my focus block until _____. Can this wait, or is it urgent?" Most people will realize it can wait.

Deflecting Distractions

Use this when someone asks for your time or attention and you need to stay on task.

****When a colleague drops by:****

"I'd love to help, but I need to finish this first. Can we talk about it at ____ [specific time, e.g., after lunch, 2:00 PM]?"

****When a friend texts or calls during work:****

"I'm in the middle of something—can I call you back at ____? Or is this urgent?"

****When someone asks you to join a spontaneous meeting or activity:****

"I'm committed to finishing ____ right now. If it's flexible, I can join at ____ [later time]. Otherwise, I'll have to sit this one out."

****When you're tempted to say yes out of guilt:****

Pause. Take a breath. Remind yourself: "Protecting my focus is not selfish. It's necessary." Then use the script.

****Why it works:**** You're not saying no forever—you're offering an alternative. This keeps relationships intact while honoring your focus needs.

****If they seem offended:**** Add warmth: "I really do want to help/talk—I just need to get this done first so I can give you my full attention later."

Asking for Support

Use this when emotions are affecting your focus and you need understanding or accommodation from others.

****To a partner or close friend:****

"I'm finding it hard to focus because I'm feeling ____ [anxious, overwhelmed, frustrated]. It would help me if we could keep things quiet for a bit. Thank you for understanding."

****To a manager (when you need flexibility):****

"I'm working through something that's affecting my concentration today. I'm still committed to finishing ____ [task], but I may need a little extra time or a quieter space to do my best work. Can we make that happen?"

****To a team (when you need to set a boundary):****

"I'm dealing with something that's making it hard to focus. I'm going to step back from non-essential meetings today so I can give my full attention to ____ [priority]. I'll catch up on updates later."

****To yourself (when you need permission):****

"It's okay that I'm struggling right now. Asking for help is not weakness—it's smart."

****Why it works:**** You're naming the emotion without over-explaining. You're making a clear, reasonable request. You're giving others a way to support you.

****If you're afraid to be vulnerable:**** Start small. Test this script with one trusted person. Notice that most people respond with empathy, not judgment.

Resetting After an Interruption

Use this when your focus has been broken and you need a moment to recover.

****Out loud (to whoever interrupted):****

"I lost my train of thought—give me a moment to get back to where I was."

Then: Pause. Close your eyes or look away. Take one deep breath. Glance at your notes or screen to find your place. Resume.

****Silently (to yourself):****

"Interruption happened. It's done. I'm choosing to return to ____."

****When the interruption was your fault (you checked your phone, got distracted):****

"I got pulled off track. I'm resetting now. Back to ____."

****When you're frustrated by the interruption:****

Acknowledge the feeling: "I'm annoyed. That's okay." Then redirect: "What was I working on? What's the next small step?"

****Why it works:**** You're giving yourself permission to pause without shame. You're signaling to others that focus requires transition time. You're practicing self-compassion instead of self-criticism.

****Bonus: The 30-Second Reset Ritual:****

1. Say the script (out loud or silently).
2. Take three slow breaths.
3. Look at your task list or notes.
4. Identify the single next action.
5. Do it.

This trains your brain to recover faster each time.

Saying No to Protect Your Focus

Use this when someone asks you to take on something new and you're already at capacity.

****When the request is work-related:****

"I'd like to help, but I'm at capacity with ____ [current priorities]. If this is urgent, which of my current tasks should I deprioritize?"

****When the request is personal:****

"I can't take that on right now without sacrificing something important. Can we revisit this in ____ [time frame], or is there another way I can support you?"

****When you're tempted to say yes to avoid conflict:****

Remind yourself: "Every yes to this is a no to my focus. What matters more right now?"

****When you feel guilty:****

"I'm not responsible for managing everyone else's needs. I'm responsible for managing my focus so I can show up well."

****Why it works:**** You're not just saying no—you're explaining your constraint and offering a path forward. This maintains respect while protecting your boundaries.

****Practice:**** Write down three things you've said yes to recently that hurt your focus. Next to each, write the script you'll use next time.

Communicating Focus Needs in Advance

Use this to set expectations before focus challenges arise.

****To your household:****

"I'm working on building better focus habits. That means I'll be setting aside ____ [time] each day for uninterrupted work. Here's how you can help: ____."

****To your team:****

"I'm experimenting with focus blocks to improve my productivity. I'll be less available for quick questions during ____ [time], but I'll be more responsive and effective during our scheduled check-ins."

****To a new manager or colleague:****

"I do my best work when I have uninterrupted time for deep focus. I typically block off ____ [time] for that. I'm always available for urgent issues, but I've found this approach helps me deliver higher-quality results."

****Why it works:**** You're framing your focus needs as a positive—better work, better results—not a limitation. You're inviting collaboration, not demanding accommodation.

****Template for your own script:****

"I've noticed I focus best when _____. To make that happen, I need _____. Here's how we can make this work for both of us: _____."

Fill in the blanks. Practice it. Use it.

Focus Distraction Audit Checklist

This checklist is your practical tool for diagnosing why focus keeps breaking down—and fixing it fast. Most people blame willpower when distraction wins, but the real culprits are usually hiding in plain sight: a cluttered desk, seventeen browser tabs, or unprocessed frustration from a morning argument. Use this audit weekly, or whenever you catch yourself refreshing the same website for the fifth time. It takes about 10 minutes to complete honestly, and each unchecked box becomes your roadmap for what to change right now. Pair this with the emotional reset techniques in the main FocusFix kit for maximum impact. No judgment here—just awareness and action.

Physical Space Audit

Your environment either supports focus or sabotages it. Check each item honestly, then fix what you can immediately.

- ****Workspace surface is clear except for current task materials.**** Look at your desk right now. If you see yesterday's coffee mug, three notebooks you're not using, random papers, or anything unrelated to what you're doing this hour, clear it. Aim for one project's worth of items only.
- ****Phone is physically out of reach or in another room.**** Not just flipped over. Not on silent nearby. Actually removed from your immediate environment. If you need it for work, place it across the room so retrieval requires standing up—that friction matters.
- ****Seating supports at least 30 minutes of comfortable work.**** You don't need an expensive chair, but you need one that doesn't create back pain or fidgeting within ten minutes. If your current seat fails this test, note what specifically hurts and address it (cushion, different chair, standing option).
- ****Lighting is bright enough to read without strain.**** Squinting creates fatigue that feels like distraction. Natural light is ideal; if unavailable, add a desk lamp. Test: can you read small print comfortably for five minutes without adjusting your position?
- ****Temperature is comfortable (not too hot or cold).**** Physical discomfort hijacks attention. If you're constantly adjusting clothing or thinking about temperature, your focus budget is already depleted before real work begins.
- ****Visual distractions are minimized (TV off, door closed if possible).**** Movement in your peripheral vision fragments attention even when you think you're ignoring it. Face a wall if needed. Close the door or use a room divider if you share space.
- ****Necessary supplies are within arm's reach.**** Pens, water, charger, reference materials for this specific task. Every time you get up to find something, you're restarting focus from zero.

Digital Environment Audit

Your devices are designed to interrupt you. This section helps you reclaim control.

- ****All non-essential notifications are disabled (phone and computer).**** Go to settings right now. Turn off badges, banners, and sounds for email, social media, news, and messaging apps. Yes, all of them. You'll check these on your schedule, not theirs.

■ ****Only tabs/windows related to current task are open.**** Close everything else. If you're writing, you don't need email open "just in case." If you're researching, you don't need sixteen tabs—bookmark the extras and close them. Aim for three or fewer tabs.

■ ****Distracting websites are blocked or logged out.**** Use browser extensions, screen time limits, or simply log out of sites that pull you in (social media, news, shopping). Logged-out friction adds 10-15 seconds—often enough to catch yourself.

■ ****Email is closed or in a separate, minimized window.**** Email is not a real-time communication tool for most jobs, despite what anxiety tells you. Batch-check it at scheduled times (perhaps 10am, 1pm, 4pm). Close it completely between checks.

■ ****Phone is on Do Not Disturb or Airplane Mode.**** Even silent buzzes register subconsciously. Enable Do Not Disturb with exceptions only for true emergencies (specific contacts). Or go full airplane mode for deep work blocks.

■ ****Focus timer or app is set if using one.**** Tools like Pomodoro timers, Forest app, or simple phone timers create external structure. Set it for 25-50 minutes depending on your current capacity. The timer becomes your focus anchor.

■ ****Auto-play and suggested content features are disabled.**** YouTube, Netflix, news sites—all use algorithms to keep you clicking. Disable auto-play in settings. Use browser extensions that remove suggested content sidebars.

Emotional State Audit

This is the section most focus advice ignores—and often the real reason you can't concentrate.

■ ****I've identified any strong emotions I'm carrying right now.**** Name them specifically: "I'm anxious about the presentation," "I'm irritated about the email from my boss," "I'm sad about the conversation with my partner." Write it down: I'm feeling ____ about ____.

■ ****I've acknowledged whether these emotions need attention before I work.**** Not every emotion requires processing immediately, but unacknowledged feelings leak attention. Ask: Is this emotion so strong it will intrude on my focus? If yes, address it first (next items). If no, note it and proceed.

■ ****I've done a 5-minute emotional reset if needed.**** Use the technique from Module 4 of the main kit: breathe deeply for one minute, name the emotion aloud, write three sentences about it, then physically move (stretch, walk, shake out your body). This isn't indulgent—it's practical focus maintenance.

■ ****I've cleared any immediate interpersonal tension if possible.**** If you're distracted by an unresolved conflict, send a brief message: "Can we talk about this at [specific time]? I want to give it proper attention." This creates a container for the issue so it stops hijacking your present moment.

■ ****I've set a boundary if I need uninterrupted time.**** Tell household members, "I'm focusing until [time], please don't interrupt unless it's urgent." Put a sign on your door. Send a Slack status. People can't respect boundaries they don't know exist.

■ ****I've checked whether I'm trying to focus while hungry, tired, or dehydrated.**** These physical states masquerade as emotional distraction. Last meal was more than 4 hours ago? Eat something. Slept less than 6 hours? Your focus ceiling is lower today—adjust expectations. Haven't had water in hours? Drink a full glass now.

■ ****I've identified if I'm avoiding this task due to fear or perfectionism.**** Be honest: Am I distracted, or am I procrastinating because this task feels threatening? If the latter, use the scripts in Modules 7-8 of the kit. Sometimes "distraction" is actually self-protection, and it needs a different solution.

Action Planning

Review your unchecked boxes above. Choose 1-3 to address immediately—right now, before you attempt your next focus session.

My immediate actions:

1. _____

2. _____

3. _____

I will re-audit my environment on [day of week] _____ at [time] _____ each week.

When I notice focus slipping mid-session, I will first check: ■ Physical ■ Digital ■ Emotional

(Circle or check the category you'll investigate first based on your patterns.)

10-Minute Focus Rescue Mini-Plans

Five fill-in-the-blank mini-plans to use when you're feeling overwhelmed or stuck. Each plan walks you through a brief reset, helping you get back on track without overthinking.

Mini-Plan 1: Overwhelm Reset

Step 1: Write down everything on your mind (no filter):

Step 2: Circle one thing that actually needs attention right now: _____

Step 3: Break it into the smallest next step: _____

Step 4: Set a 10-minute timer and start. Ignore the rest for now.

Mini-Plan 2: Emotional Pause

Step 1: What emotion is most present? _____

Step 2: Where do I feel it in my body? _____

Step 3: What's one gentle thing I can do for myself? _____

Step 4: After 2 minutes, check if I'm ready to continue. If not, repeat step 3.

Mini-Plan 3: Refocus After Distraction

Step 1: What just distracted me? _____

Step 2: Was it urgent? Yes / No

Step 3: If not urgent, can I set it aside for later? Yes / No

Step 4: What's the next small task I can do right now? _____

Mini-Plan 4: Priority Clarifier

Step 1: List everything you feel you 'should' do today:

Step 2: Which 1-2 things matter most for today? _____

Step 3: What can wait until tomorrow or later? _____

Step 4: Focus only on your chosen priorities for the next 10 minutes.

Mini-Plan 5: End-of-Day Reset

Step 1: What's one thing I did well today? _____

Step 2: What challenged my focus? _____

Step 3: How did I handle it? _____

Step 4: What's one small adjustment I want to try tomorrow? _____