

ACTION WORKBOOK

Action Workbook

Space to do the work. One page per module, plus a review at the end.

Companion to

FocusFix: The Emotional Clarity Kit for Real-World Distraction Killers

Format

PDF, printable

How to use this workbook

Print it or fill it in on screen. Each module has a prompt, room to write, and a check you can mark off. Answer for your own situation — a generic answer here produces a generic result out there.

Module 1. Why You Can't Focus: The Hidden Role of Emotion

Take the row where the feeling was strongest. Rewrite that final minute as a four-line field log: (1) the exact thing on your screen or desk at that moment, (2) your one-word feeling, (3) where it sat in your body, (4) the first move you made to escape. Then write one more line: if that feeling could speak a single sentence to you in the first person, what did it say? 'This is going to be a mess and everyone will see it' is a real answer; 'I should try harder' is not.

Your answer

What you will do differently as a result

Done when: My three rows each contain a one-word feeling, a body location, and an escape move - none of them say 'I got distracted' or 'I lost motivation.'

Module 2. Identify Your Focus Kryptonite: A Self-Assessment

Reconstruct the last time you abandoned a task you had fully intended to do - a specific day, a specific task. Write down three things: what you were about to do in the 60 seconds before you drifted, what you felt in your body at that moment, and what you did instead. Then match that moment to one of your top three families and quote the checklist statement that describes it almost word-for-word. If your most recent drift fits none of your top three, that is new evidence - rescore that family's page before moving on.

Your answer

What you will do differently as a result

Done when: My top three were chosen by tick scores, and I can point to the exact numbers that put each one there.

Module 3. The 5-Minute Daily Focus Journal

Write tonight's entry, then answer underneath it: What is the exact name of the task you pushed away most often today, how many separate times did you defer it (count every 'after lunch' and 'after this email' moment), and what were you doing in the thirty minutes after the strongest wave of the feeling - where were you sitting and what was open on your screen, minute by minute?

Your answer

What you will do differently as a result

Done when: Tonight's entry exists, is dated, and all three prompts are answered in one to three sentences each.

Module 4. The 5-Minute Emotional Reset for Focus

Copy today's verbatim looping thought here - the raw sentence, not a polite summary. Under it, write the counter-sentence you actually used. Then answer in one sentence: in the first two minutes after the reset, what did your hands physically do - which app, document, or page did you open, and what did you type first?

Your answer

What you will do differently as a result

Done when: There is a dated page in front of me with my looping thought written verbatim and one counter-sentence underneath it.

Module 5. The 3-Step Focus Trigger: How to Start When You Don't Want To

Write your complete Focus Trigger for the one task you have been avoiding longest: the cue as three physical facts (where your body is, where your phone is, what your hands do first), the first action in under twelve words containing exactly one verb, and your timer length in minutes plus the exact permission sentence you will say when it rings. Then answer: what feeling shows up in the thirty seconds before you would normally start this task, and will you need the Module 4 reset before the trigger? If any line of your answer could describe someone else's routine for a different task, rewrite that line until it could only be yours.

Your answer

What you will do differently as a result

Done when: You can say your cue, first action, and timer length out loud from memory without looking at the card.

Module 6. When You're Overwhelmed: The 10-Minute Focus Rescue

Recall your most recent overwhelm spiral and write down: the day and rough time, what triggered it, and what you actually did for the hour after it hit. Now rewrite that same moment using the rescue drill - list at least eight lines that would have been on your dump sheet (including at least two feelings, not just tasks), name the single item you would have circled worded as a physical action, and describe what the first two minutes of working on it would have looked like.

Your answer

What you will do differently as a result

Done when: I ran the full drill once today while calm and can point to a used dump sheet with one circled item and a next-step note written beside it.

Module 7. Focus and the Fear of Failure: Rewriting Your Inner Script

Write the exact sentence you told yourself after your most recent focus flop - the real one, with its exaggerations intact. Then list three facts from that day your sentence ignored (your start time, your actual minutes worked, what interrupted you). Which single word in your old sentence could you least defend with evidence, and what does your template sentence say instead?

Your answer

What you will do differently as a result

Done when: My replacement sentence names a specific event and one controllable behavior - nowhere does it say what kind of person I am.

Module 8. Focus and the Fear of Perfection: Letting Go of the Need to Be Perfect

Write the rough-pass sentence for the specific task you circled. It must name the task, list the 3 to 5 visible parts the rough version will contain (headers, sections, bullet counts, slide titles - real nouns, not 'the basics'), and name at least two concrete ways it is allowed to be bad (for example: 'sentences can be fragments,' 'numbers can be [X] placeholders,' 'no intro paragraph'). If your sentence could be pasted onto someone else's task without changing a word, it is too vague - rewrite it until it only fits yours.

Your answer

What you will do differently as a result

Done when: A saved artifact exists on your device or desk right now that did not exist this morning, it is labeled DRAFT ZERO, and it is visibly imperfect.

Module 9. Focus on the Right Things: Prioritization for Real People

Write down your three surviving tasks. For the one you circled, answer only this: at the start time you set, what will your hands literally be doing in the first five minutes - which file is open, which sentence or header gets typed, which object is in your hand? Then write the exact sentence of resistance you expect to hear in your head at that moment (for example, 'I should clear my inbox first because...'), and the one line you will answer it with before you begin.

Your answer

What you will do differently as a result

Done when: My full brain-dump exists on paper with visible, messy crossings-out - I did not skip ahead to a clean, reordered list.

Module 10. Focus Like a Pro: How to Build a Distraction-Proof Environment

For each of your five most-reached-for items, quote the exact Module 3 journal line (date + feeling) that convicts it, then write the rule you gave it and why the generic version of that rule - 'phone in another room,' 'clear your desk' - would have been wrong for your specific pattern. If you cannot quote a journal line for an item, put it back and write down what your log says actually belongs on the list instead.

Your answer

What you will do differently as a result

Done when: I can name the journal entry behind every object I moved - nothing was moved on generic advice.

Module 11. Focus in the Digital Age: How to Cut the Noise

Fill in your audit record: how many apps could interrupt you this morning, and which two categories can interrupt you now? Name your two capped apps, the limit you set on each, and the one-word feeling that most often precedes opening them. Then describe your timed session: where exactly the phone sat, how many tally marks you made, which feeling appeared most, and what, if anything, turned out to be genuinely urgent when you finally checked.

Your answer

What you will do differently as a result

Done when: Your notification settings now allow only calls and calendar, and you wrote down the number of apps that could interrupt you before the audit.

Module 12. Focus and Flow: How to Get Into the Zone

Look at your settle time from today's session. Describe the last restless minute before you settled - the exact thought or body sensation that was loudest - and write what you would normally have done at that moment in an ordinary work session. What did you do instead this time, and what do you think made the difference: the reset, the trigger, the written target, or the visible timer?

Your answer

What you will do differently as a result

Done when: You ran all four parts of the stack in one real session - reset, trigger line, hand-written target, count-up timer - not just the parts you already like.

Module 13. Focus Fatigue: How to Recharge Your Brain Without Burnout

Write out tomorrow hour by hour: every focus block with its task, every break with its exact activity, and your two recharge appointments. Next to each break, write the first physical move you'll make when the alarm fires (for example: 'stand up, leave the phone on the desk, walk to the stairs'). Then answer honestly: which of these breaks would you have skipped without this plan - and what would you actually have done with that time instead?

Your answer

What you will do differently as a result

Done when: Tomorrow's calendar shows a typed break with a time after every focus block - not intentions, entries.

Module 14. Focus for the Long Run: Building a Sustainable Focus Habit

Write your full one-page template here, slot by slot. For each of the six, name the specific component you chose and the exact cue that fires it - like this: 'Reset: 5-minute emotional reset at 8:40 a.m., after coffee, before opening anything.' If any slot is vague, it is empty; go back and choose. Then finish this line honestly: 'The slot I am most likely to skip is _____, and when I skip it I will _____ instead of quitting the page.'

Your answer

What you will do differently as a result

Done when: My template exists on physical paper with exactly one component in each of the six slots - no slot says 'varies,' 'depends,' or 'whatever works.'

Final review

Look back over every page before you call this finished.

Which module produced the most useful answer, and why?

Which one did you rush, and what would you redo?

What is the single next action you will take, and when?
