

BONUS PACK

Bonus Pack

4 extra assets included with your order at no additional cost.

Companion to

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

Bonuses

4

Why these are here

These were not part of what you were promised when you bought. They cover the problems that show up right after the core modules: what to do when it goes wrong, how to keep going, and the references worth keeping.

Bonus 1. The 10-Minute Focus Rescue Plan for Meetings

Format: troubleshooting

This troubleshooting guide provides a step-by-step process to help you recover from the mental fatigue and emotional drain of meetings. It includes techniques to clear your mind, reset your focus, and get back to work efficiently. Whether you've just had a heated discussion or a long, unproductive session, this plan will help you regain your composure and productivity.

Meetings can be a major drain on focus, especially when they are unproductive or emotionally charged. This plan helps you regain control and refocus quickly after a meeting, ensuring you can return to your tasks without losing momentum.

What is inside

- 1. Take a 2-minute break: Step away from your desk, stretch, and take deep breaths to calm your nervous system.
- 2. Reflect on the meeting: Write down key points, decisions, and action items to clear them from your mind.
- 3. Reset your environment: Tidy your workspace, close unnecessary tabs, and set a timer for your next task.
- 4. Use a positive affirmation: Repeat a phrase that boosts your confidence and focus, such as 'I am capable and focused.'
- 5. Hydrate and snack: Drink water and have a healthy snack to stabilize your energy levels.
- 6. Set a new goal: Define the next small task you need to complete and visualize yourself succeeding.
- 7. Engage in a brief physical activity: Do a quick exercise, like jumping jacks, to increase blood flow and energy.
- 8. Practice a 1-minute mindfulness exercise: Focus on your breath and let go of any lingering thoughts from the meeting.
- 9. Review your daily focus journal: Look at your progress and remind yourself of your achievements.
- 10. Start with a small win: Choose a simple task to build momentum and regain your focus.

When to use it

Use this plan immediately after a meeting that has left you feeling drained or unfocused. It will help you transition back into a productive state without losing valuable time.

Bonus 2. The 30-Day Focus Accountability Tracker

Format: 30-day plan

This 30-day plan is designed to help you build and sustain a focus habit. Each day, you'll record your focus activities, emotional states, and any challenges you faced. The tracker includes prompts to reflect on what went well and what could be improved, helping you refine your focus techniques over time. By the end of the month, you'll have a clear record of your journey and insights into what works best for you.

Maintaining focus over the long term requires consistent effort and accountability. This tracker helps you stay on track by providing a structured way to monitor your progress and adjust your strategies as needed.

What is inside

- 1. Date and Time: Record the date and time of your focus session.
- 2. Task: Write down the specific task you focused on.
- 3. Duration: Note how long you were able to maintain focus.
- 4. Emotional State Before: Rate your emotional state before starting the task (1-10).
- 5. Emotional State After: Rate your emotional state after completing the task (1-10).
- 6. Distractions: List any distractions that arose during the session.
- 7. Focus Techniques Used: Note which techniques you used to maintain focus.
- 8. Challenges: Describe any challenges you faced and how you handled them.
- 9. Reflection: Write a brief reflection on what went well and what could be improved.
- 10. Next Steps: Plan the next steps or adjustments you will make for the following day.

When to use it

Use this tracker every day for 30 days to build a consistent focus habit. It will help you stay accountable and make data-driven adjustments to your focus strategies.

Bonus 3. The Focus-Friendly Communication Script

Format: scripts

This script offers pre-written phrases and guidelines to help you communicate your focus needs clearly and assertively. Whether you need to set boundaries with colleagues, ask for quiet time, or delegate tasks, this script will provide you with the language to do so effectively. It also includes tips for active listening and conflict resolution, ensuring that your interactions support your focus goals.

Effective communication is crucial for maintaining focus, especially when working with others. This script provides you with the tools to set boundaries, express your needs, and collaborate more effectively, reducing distractions and conflicts.

What is inside

- 1. Setting Boundaries: 'I need some uninterrupted time to focus on [task]. Can we schedule a meeting for [time] instead?'
- 2. Requesting Quiet Time: 'I'm working on a project that requires deep focus. Could we please keep the noise level down until [time]?'
- 3. Delegating Tasks: 'I'm currently working on [task], but I can help you with [your task] later. Would that work for you?'
- 4. Expressing Needs: 'To stay focused, I find it helpful to [describe your need]. Is there a way we can accommodate this?'
- 5. Active Listening: 'I understand that [summarize their point]. How can I support you in [their task]?'
- 6. Conflict Resolution: 'I see where you're coming from. Let's find a solution that works for both of us. What do you suggest?'
- 7. Asking for Feedback: 'Could you give me feedback on my [task] once I've completed it? It would really help me stay on track.'
- 8. Offering Help: 'I notice you're working on [task]. Is there anything I can assist with to help you focus better?'
- 9. Scheduling Breaks: 'Let's take a 5-minute break to recharge. We can resume our discussion afterward.'
- 10. Setting Clear Expectations: 'For this project, I need [specific conditions] to stay focused. Can we agree on these terms?'

When to use it

Use this script whenever you need to communicate your focus needs to others. It will help you set clear boundaries and foster a supportive work environment.

Bonus 4. The Focus Environment Audit Checklist

Format: checklist

This checklist provides a detailed guide to auditing your physical and digital work environment. It covers everything from lighting and noise levels to digital tools and notifications. By systematically addressing each item, you can create a space that supports your focus and minimizes interruptions. The checklist also includes tips for ongoing maintenance and adjustments.

Creating a distraction-free environment is essential for sustained focus. This checklist guides you through a comprehensive audit of your workspace, helping you identify and eliminate potential distractions and optimize your environment for maximum productivity.

What is inside

- 1. Lighting: Ensure your workspace has adequate natural light or use a high-quality desk lamp.
- 2. Noise: Use noise-cancelling headphones or a white noise machine to reduce background noise.
- 3. Ergonomics: Adjust your chair and desk height to promote good posture and comfort.
- 4. Clutter: Keep your workspace tidy and organized to reduce visual distractions.
- 5. Technology: Disable non-essential notifications and set your devices to 'Do Not Disturb' mode.
- 6. Temperature: Maintain a comfortable room temperature to avoid feeling too hot or cold.
- 7. Air Quality: Use an air purifier or open windows to improve air quality.
- 8. Personal Items: Keep personal items to a minimum to avoid emotional distractions.
- 9. Digital Tools: Use apps and extensions that block distracting websites and limit social media access.
- 10. Break Areas: Designate a separate area for breaks to help you mentally disconnect from work.

When to use it

Use this checklist to conduct a thorough audit of your workspace. It will help you identify and address any environmental factors that may be hindering your focus. Regularly revisiting the checklist will ensure your environment remains optimal for productivity.