

TOOL #5: THE FOCUS RESET

HOW TO USE IT STEP BY STEP:

Step 1

Stop what you're doing completely

- Close the laptop, put down the phone, step away

Step 2

Do a 2-minute sensory reset

- If too distracted, go somewhere quiet and dark. Close your eyes and breathe slowly for 2 minutes
- If too hyperfocused, go somewhere with gentle sensory input (walk outside, look at trees, listen to calm music)

Step 3

Reflect

- Ask yourself: "What do I actually need to focus on right now?"


Step 4

Eliminate ONE distraction before restarting your chosen focus

- Close extra tabs, put phone in another room, turn off something making noise

Step 5

Restart with one tiny action on the thing you need to focus on



Example in Action

You're trying to work but you're noticing everything—the humming fridge, the neighbor's dog, your itchy sock. You've read the same sentence 6 times. Stop. Go to a quiet room, close your eyes, breathe for 2 minutes. Come back. Close all browser tabs except the one you need. Put phone on silent in a drawer. Write one sentence. Your attention is now recalibrated.

What The Focus Reset Does

Recalibrates your attention when you're either too distracted or too hyperfocused—brings you back to a usable middle ground.

When to Use The Focus Reset:

Use this when you can't focus on anything (every sound, thought, notification pulls you away)
OR when you're so locked in that you can't notice anything else and need to shift.

