

# FLOW<sub>TO</sub> FOCUS

*A practical reset for busy minds.*

BY CLARE BELMONT



# CONTENTS

3 – ABOUT THE GUIDE

THIS GUIDE IS FOR YOU

---

4 – SELF-AWARENESS

WHERE ARE YOU RIGHT NOW?

---

5 – TIME & ENERGY MANAGEMENT

YOUR TIME & ENERGY AUDIT

---

6 – BOUNDARIES

BOUNDARIES & ENERGY

---

8 – MENTAL CLARITY

THE COST OF OPEN LOOPS

---

10 – INTEGRITY

CONFLICT & INTEGRITY

---

12 – VALUES & DIRECTION

YOUR VALUES AS A COMPASS

---

14 – RESOURCES

OPTIONAL DEEP DIVE

# THIS GUIDE IS FOR YOU:

*Welcome to this space.*

*If you've picked up this guide, there's a fair chance you know what to do, you're just.. not doing it. You're carrying a lot.*

*Maybe you've built a business, progressed in your career, ticked off goals that once felt impossible. Underneath all of that is there a yearning.. for something 'more'. You're busy – not necessarily moving forward. Productive, but not always focused.*

*I know that feeling well.*

*We are intelligent, capable, thoughtful people. We don't need another productivity hack or a colour-coded planner (I do love these though). The challenge is creating enough space to actually do the thing, without external distraction.*

*We've become so accustomed to carrying junk that we rarely question it. Open tabs, loops and half assed half-finished ideas. Things we've said yes to that perhaps should have been a no.*

*Over time, all of that creates a grim shadow of static that feeds a beast of a societal system we are not designed for.*

*Self development isn't about fixing yourself – we are not broken machines. Rather, as emotional beings, creating awareness around what you really want, where your time and energy is going, what might be getting in the way, and how to move forward with more intention.*

*The first step is surprisingly simple.*

*We start by getting honest about where we are here & now.*

# WHERE ARE YOU RIGHT NOW?

---

*“You can't create meaningful change until you're honest about where you are.”*

Whenever I begin working with someone, they're often eager to talk about the future. The business they want to build. The career change they're considering. The lifestyle they're working towards. And we absolutely talk about those things. But not immediately.

Most people want to skip this part. We want to focus on where we're going next, not where we are now. But if you ever tried to use a map without knowing your starting point, you'll know how difficult it is to find the right direction..

This first step is about awareness. How are you really feeling right now? Not the version you tell other people, not the version you post online, and not the version that says "I'm fine." But the real version. Perhaps life looks good on paper, but something feels off.

Two things can be true at once. You can be grateful and exhausted. Successful and uncertain. Happy and ready for something different. Take a moment to notice where your time, energy and attention are actually going.



## TIME & ENERGY MANAGEMENT

# YOUR TIME & ENERGY AUDIT

*“Your time and energy are your most valuable assets. Spend them consciously.”*

One of the most common things I hear from clients is: *"I don't know where all my time goes."* The truth is, most of us do know. We just haven't stopped long enough to look. I ask them to look honestly at where their time and energy are going, nothing to fix or change yet. It's amazing what happens when we stop guessing and start paying attention.

Many of us spend our days reacting. We move from email to message, meeting to meeting, responsibility to responsibility. A week passes. Then a month. Then a year. We feel busy the entire time but struggle to point to the things that have genuinely moved forward. The challenge isn't always time, it is often unconscious, distracted energy expenditure.

There are people who leave us feeling inspired, creative and energised. There are others who leave us exhausted for the rest of the day. There are projects that light us up and projects that seem to drain every ounce of enthusiasm from our bodies. There are commitments we made years ago that no longer fit the person we've become.

Your time and energy are valuable assets. In many ways they are your life force. Once spent, they don't come back. This isn't about becoming ruthless with your schedule or cutting people out of your life. It's about becoming conscious.

## BOUNDARIES

# BOUNDARIES & ENERGY

*“Every time you say yes to something, you are saying no to something else.”*

Many people think boundaries are about keeping people out. They aren't. Healthy boundaries help us stay present for what matters most. Without them, our time and energy become available to everyone and everything, and before long we're saying yes when we want to say no, overcommitting, feeling resentful, and wondering why we're constantly drained.

Boundaries are not selfish; they are a form of self-respect. They acknowledge that your time, energy and wellbeing matter too. The goal isn't to become unavailable or stop caring about other people. It's to become more intentional about where your energy goes, giving from generosity rather than obligation. Every boundary you set creates a little more space for the people, priorities and experiences that matter most.

# WHEN DO YOU FEEL MOST “YOU”?

KNOW THYSELF.  
REFLECT HONESTLY.

01

WHAT CURRENTLY ENERGISES YOU?

02

WHAT CURRENTLY DRAINS YOU?

03

WHO DO YOU SPEND TIME WITH THAT UPLIFTS YOU?

04

WHAT FEELS HEAVY RIGHT NOW?

05

WHAT ARE YOU AVOIDING?

06

WHAT VALUES WERE BEING COMPROMISED?

07

WHAT WOULD YOU LIKE MORE OF IN YOUR LIFE RIGHT NOW?

08

WHERE DO YOU FEEL MOST LIKE YOURSELF?

# THE COST OF OPEN LOOPS

*“Everything you leave open continues to occupy space in your mind.”*

One of the biggest drains on our attention isn't workload. Open loops are cheeky and sneaky. Individually they don't seem significant. Collectively they become exhausting. Each one takes up a tiny amount of mental bandwidth.

Most of us carry far more of them than we realise. And because we've become accustomed to carrying them, we stop noticing the weight. Imagine walking around with a backpack full of rocks. If you wore it every day, eventually it would feel normal. You'd forget it was there. Yet the moment you put it down, you'd immediately notice the difference.

Open loops work in much the same way. This is why closing even one thing can create an enormous sense of relief. You've freed up energy that was being quietly consumed in the background. Sometimes the most productive thing you can do is not start something new. It's finish something old.

**A REMINDER:**

*“Closing even one thing can create an enormous sense of relief”.*



# OPEN LOOPS INVENTORY

*Open loops are the unfinished tasks, conversations, decisions and commitments that continue taking up space in the background of your mind. This exercise will help you identify what's still open, so you can create more space, energy and focus.. and flow.*

## WHAT IS TAKING UP SPACE?

*Anything that feels unfinished, unresolved, undecided or quietly sitting in the background of your mind.*

- |                                        |                                           |
|----------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Conversations | <input type="checkbox"/> Commitments      |
| <input type="checkbox"/> Decisions     | <input type="checkbox"/> Tasks            |
| <input type="checkbox"/> Emails        | <input type="checkbox"/> Ideas            |
| <input type="checkbox"/> Projects      | <input type="checkbox"/> Personal Matters |

## WHAT IS COSTING ME?

*Looking at your list, notice how each open loop makes you feel. Which one creates:*

- |                                      |                                            |
|--------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Stress      | <input type="checkbox"/> Mental clutter    |
| <input type="checkbox"/> Guilt       | <input type="checkbox"/> Anxiety           |
| <input type="checkbox"/> Overwhelm   | <input type="checkbox"/> Low-level tension |
| <input type="checkbox"/> Frustration | <input type="checkbox"/> Other:            |

## CHOOSE ONE

*You do not need to fix everything today.*

- What is ONE open loop that, if completed, would create the greatest sense of relief?
- What is the next smallest step?
- When will you do it?

# CONFLICT & INTEGRITY

*"The goal isn't to avoid conflict. The goal is to move through it with honesty, self-respect and integrity."*

Conflict is uncomfortable, and most of us will do almost anything to avoid it. We stay quiet when we want to speak, agree when we want to say no, minimise our needs, and choose temporary comfort over long-term alignment. Yet every time we act against what we truly believe, something inside us notices. Integrity isn't about being perfect or always getting it right. It's about being honest with yourself and acting in a way that reflects your values, even when it's difficult. Conflict often reveals where our boundaries need strengthening and where we have been abandoning ourselves to keep the peace. The invitation is not to become confrontational, but to pause, listen, and respond with awareness. To ask yourself what you're protecting, what you're afraid of, and what value is being challenged in this moment. The goal isn't to avoid conflict. The goal is to move through it with honesty, self-respect and integrity. Every conversation you stop avoiding becomes an opportunity to strengthen trust in yourself.

**A REMINDER:**

*"Conflict often reveals where our boundaries need strengthening."*

# INTEGRATION & ACTION

WHAT IS ONE BOUNDARY I NEED TO SET?

---

---

WHAT CONVERSATION HAVE I BEEN AVOIDING?

---

---

WHAT IS MY BIGGEST ENERGY DRAIN AND, WHY?

---

---

WHAT IS ONE THING I WILL FOCUS ON OVER THE NEXT 30 DAYS?

---

---

WHAT IS THE FIRST ACTION I WILL TAKE? WHEN WILL I TAKE IT?

---

---

MY COMMITMENT TO MYSELF:

---

---



## VALUES & DIRECTION

# YOUR VALUES AS A COMPASS

*“When you know what matters, decisions become easier.”*

Many people feel stuck not because they don't know what to do, but because they've lost sight of what truly matters to them. When we're disconnected from our values, every decision feels harder. We second-guess ourselves, and get pulled in directions that don't feel right, but we do it anyway. Values act as an internal compass. They are the principles that guide how you live, work, lead and relate to others. When your actions align with your values, life often feels lighter.

There is less internal conflict and more confidence in the choices you're making. When your actions move away from your values, resistance tends to appear. You may feel frustrated, disconnected, unfulfilled or unsure why something feels off. This is why values matter. They help you decide what deserves your time, energy and attention. Your values are not something you choose once and forget about. They are something you continually return to, especially when life feels noisy, uncertain or overwhelming.

# VALUES DISCOVERY

REVIEW THE VALUES LIST BELOW AND CHOOSE YOUR TOP 10.

|            |            |                 |              |                |
|------------|------------|-----------------|--------------|----------------|
| INTEGRITY  | GRATITUDE  | LOVE            | RESPECT      | WELLNESS       |
| FREEDOM    | JUSTICE    | SELF-EXPRESSION | FAITH        | RESPONSIBILITY |
| COMPASSION | HARMONY    | TRUSTWORTHINESS | OPENNESS     | FLOW           |
| JOY        | PURPOSE    | DEVOTION        | EXCELLENCE   | MINDFULNESS    |
| PRESENCE   | CREATIVITY | LEGACY          | HUMILITY     | CLARITY        |
| GROWTH     | ADVENTURE  | WISDOM          | EMPOWERMENT  | SERVICE        |
| BALANCE    | PEACE      | FULFILMENT      | SPIRITUALITY | INNOVATION     |
| KINDNESS   | CONNECTION | EMPATHY         | COMMUNITY    | SECURITY       |
| COURAGE    | HONESTY    | RESILIENCE      | PLAYFULNESS  | BELONGING      |
| TRUST      | ABUNDANCE  | PASSION         | TRUTH        | OPTIMISM       |

## RESOURCES

# OPTIONAL DEEP DIVE

---

If you'd like to explore these ideas further, I've included a selection of free videos and conversations that expand on many of the themes in this workbook.

Click the links below.

[INTRO & WHERE YOU'RE AT NOW](#)

[IDENTIFY YOUR CORE VALUES](#)

[VALUE ALIGNED ACTION](#)

[GOAL SETTING](#)

[THE POWER OF INTENTION](#)

[HOW TO PRIORITISE WHAT REALLY  
MATTERS](#)

# What Now?

*Connect with me for weekly or monthly Accountability  
and support to stack and sustain new habits.*

*With consistency, within 90 days you'll shift.  
Progress guaranteed.*

*I'm just here at  
clare@clarebelmont.net  
+447971025998*

*-C.B*

