FREE FOCUS TOOL

THE FOCUS RESET

A 10-minute worksheet to choose one priority and start.

Use this when: your mind feels crowded, you keep switching tasks, or you are having trouble getting started.

Leave with: one priority for this focus block, a first action small enough to begin, and a simple plan for returning when attention slips.

Your quick route

1. **Clear the noise**
   Write down what is competing for your attention.
2. **Choose one priority**
   Pick one useful outcome for this focus block.
3. **Shrink the start**
   Turn the task into a visible first action.
4. **Set a focus block**
   Choose a short time window and reduce avoidable distractions.
5. **Return when pulled away**
   Capture the distraction, then come back to the next action.

You do not need a perfect, distraction-free day. The aim is to make starting easier and to return when you can.

STEP 1 / ABOUT 2 MINUTES

Clear the noise

Get the open loops out of your head. Then choose one priority for this block - not your whole life.

Quick brain dump

List tasks, reminders, worries or unfinished thoughts. Keep it rough; you can sort it later.

Choose one priority

Look over your list. Which one action would be most useful to move forward in the next focus block?

My one priority for this block:

Why is this the right thing to focus on now?

Keep the scope small. Choosing one task for this block does not mean the other tasks do not matter. You can park them and choose again later.

STEP 2 / ABOUT 3 MINUTES

Make starting smaller

A clear first action lowers the effort of getting underway. Define what you will do before you begin.

The task I am choosing:

The first visible action I can take:

If it still feels too big

What is the smallest useful version I could do in 5 minutes? Examples: open the document and write a heading; put the shoes by the door; read one page.

My five-minute start:

Give the start a cue

A cue connects the action to a real moment in your day.

If _____,
then I will _____.

Example: If I finish making coffee, then I will open the report and draft the first three lines.

STEP 3 / ABOUT 3 MINUTES

Set up a focus block

Choose a time window that feels doable. This is a planning aid, not a test of how long you should be able to concentrate.

Choose a focus window

15 min | 25 min | 45 min | Other

I will begin at (time / cue):

One thing I can adjust to make starting easier:

- [ ] Put needed materials within reach
- [ ] Silence or move one distraction
- [ ] Tell someone when I can respond
- [ ] Clear just enough workspace

A distraction I expect, and where I will park it:

My return plan

When I notice I have drifted, I will pause, note the distraction if it needs attention later, and return to the next visible action. If something truly urgent comes up, I can stop and choose a new time.

STEP 4 / ABOUT 2 MINUTES

Return, review, repeat

Focus is not never getting distracted. Practise noticing, choosing what needs attention, and returning when you are able.

When attention slips

1. **Notice:** “I got pulled away.”
2. **Capture:** write the thought down or decide whether it needs attention now.
3. **Return:** reread your first action and do the next small part.

After the block, take a quick look

What moved forward?

What helped me start or return?

What is the next small step?

Seven small focus blocks

DAY	ONE PRIORITY	MINUTES	WHAT HELPED?
1			
2			
3			
4			
5			
6			
7			

If choosing a direction is the hard part, try **The Next Move**. For broader planning, explore the **Unbreakable Foundation Workbook** through the FMB Empires profile link.