

Find Your Focus

Take Back Your Workday

60-minute facilitator guide

Purpose and preparation

Participants identify one attention drain, practice inbox decisions and prepare a feasible focus block. This original portfolio sample demonstrates workshop design. It has not been evaluated with a client.

Before delivery: share the three-page workbook and desk card, open the 10-slide deck, and prepare a visible timer. Participants need a pen or a way to annotate the PDF. Pair discussion can happen in person or in breakout rooms. Chat or private writing works without extra tools.

Delivery at a glance

Minutes	Slide / activity	Workbook
0-5	1. Find Your Focus	1
5-12	2. Where did your attention go?	1
12-22	3. Quiet the noise without going missing	1
22-25	4. Every message needs a decision	2
25-32	5. Your inbox. Your call.	2
32-35	6. What deserves your attention now?	3
35-41	7. Build your next focus block	3
41-44	8. A restart note makes returning easier	3
44-54	9. Can your plan handle a real workday?	3 / spare paper
54-60	10. One change. Five workdays.	3

Opening and alert rules

1. Find Your Focus | 0-5 minutes

Welcome. Say: Today you will leave with alert rules, an email routine and one realistic focus block. Give two quiet minutes to reconstruct a recent work hour on workbook page 1. Ask for one optional example. Normalize necessary interruptions. Participants may speak, use chat or write privately. This is a fictional portfolio demonstration, not a claim of measured results.

2. Where did your attention go? | 5-12 minutes

Read the three poll options: 1 alerts, 2 habitual checking, 3 unclear next step. Allow 30 seconds to choose and a minute to respond by fingers or chat. Invite two brief examples. Ask: Which part can you influence? Allow two minutes to name one pattern on page 1. Close by distinguishing required interruptions from optional noise. Avoid diagnosing attention difficulties or implying workload is a personal failing.

3. Quiet the noise without going missing | 12-22 minutes

Explain keep, batch and mute in two minutes. App icons are illustrations, not universal rules: the same app may be essential in one role and optional in another. Allow three minutes to fill the alert table. Give two minutes to adapt the availability message to an agreed urgent channel. Invite two examples for two minutes, then summarize. Required alerts remain on. For coverage-dependent work, agree coverage or choose a shorter block; do not tell people to disregard their role.

Participation that stays simple

Give quiet thinking time before inviting answers. Read prompts aloud. Offer fingers, chat, a partner or private writing. Let people pass. Use fictional cases and avoid asking participants to expose confidential workplace messages.

Inbox practice and focus planning

4. Every message needs a decision | 22-25 minutes

Explain the four choices using workbook page 2. Respond means attention is needed now. Schedule means reserve time for an actual next action. Delegate means route to an appropriate authorized owner and confirm ownership when needed. Archive means no current action; follow retention rules. Acknowledge receipt if the role requires it, even when the substantive work is scheduled.

5. Your inbox. Your call. | 25-32 minutes

Allow three minutes for individual sorting, then two minutes to compare one answer with a partner or in chat. Solo participants write their reason. Use the final two minutes to debrief and fill the check-in rule. Suggested answers: A respond because the meeting starts soon; B schedule a review before Friday; C delegate or route to accounts under the stated process; D archive, with unsubscribe optional. Ask what new fact could change a choice. Accept justified alternatives. Do not show answers before practice.

6. What deserves your attention now? | 32-35 minutes

Use the decision tree to bridge from inbox decisions to protecting a task. If a response is needed before the next check-in, handle it. Otherwise capture an action for later or clear a nonactionable item. This is a simplified timing filter: appropriate delegation remains available under the four-choice inbox routine. Ask one volunteer to apply it to a routine request. Keep required alerts and urgent channels available.

7. Build your next focus block | 35-41 minutes

Model a visible finish line: change 'work on the presentation' to 'draft the opening and three main points.' Give four minutes to complete the plan on workbook page 3. Give two minutes for partner checks: each person explains for 30 seconds and receives 30 seconds of feedback. Ask whether the finish line is specific, fits the available time and allows for interruptions. Solo option: self-check. Twenty minutes is a starting experiment, not a universal prescription. This workshop plans a block; it does not include a full 20-minute work session.

Recovery, practice and close

8. A restart note makes returning easier | 41-44 minutes

Read the example restart note. Explain that the later list catches unrelated tasks, while the restart note records the next action on the current task. Give one minute to write a restart note and a later-list item on workbook page 3. Invite one optional example. If an urgent need requires immediate action, attend to it and capture a note when feasible.

9. Can your plan handle a real workday? | 44-54 minutes

This is a compressed discussion of a fictional 20-minute block, not a 20-minute simulation. Read the scenario in one minute. Give four minutes in pairs or private writing to choose actions for all three interruptions. Debrief for three minutes, then allow two minutes to revise personal plans. Suggested response: minute 4, help with the urgent file and leave a restart note if feasible; minute 8, schedule the routine request before tomorrow's deadline, acknowledging if required; minute 12, capture the unrelated task on the later list. Return to the recommendations. Reduce the finish line or reserve another block if time is lost. Ask: What if you cannot send the file? Contact the appropriate owner and communicate the constraint.

10. One change. Five workdays. | 54-60 minutes

Allow two minutes to select one change and a start time. Use one minute to explain the five-day tracker: note whether the task moved forward and one adjustment. Invite optional commitments for two minutes. In the final minute ask participants to point to their finish line and name their urgent channel. Use this as an exit check. Close: Repeat what helps. Adjust what does not. Share the desk card. Do not promise hours saved or lasting behavior change from a single session.

Exit check

Look for a specific task, a visible finish line, a feasible start time, an urgent channel and a restart plan. If a participant cannot name these, help them reduce the task and clarify the next action. The tracker supports personal reflection; it is not a validated performance measure.

Delivery support

Opening words

“A busy day can contain important work and necessary interruptions. Today we will choose a few routines that make it easier to return to what matters. Use the options that fit your responsibilities. You can share aloud, use chat or keep your reflection private.”

Before-session message

“Please have the Find Your Focus workbook ready, printed or open for annotation. Bring one ordinary task you would like to move forward. We will use fictional inbox examples, so there is no need to share confidential messages. You can participate through discussion, chat or private writing.”

Five-day follow-up message

“You chose one focus change to test. Look at your five-day tracker: when did your task move forward, what interrupted it, and what would make the routine more workable? Keep one helpful change and adjust one friction point. There is no need to share private work details.”

Adaptations

Large group: use chat or a show of fingers and invite two examples. Odd numbers: form one trio. No breakout rooms: use private writing followed by a volunteer response. Frontline or coverage-dependent work: use shorter blocks, choose a suitable moment or agree coverage. Never imply that constant availability is a personal failure.

Using this as a portfolio sample

Show a prospective buyer the inbox slide beside workbook page 2 and the corresponding answer guidance. Then show how the focus plan connects to the interruption case and five-day tracker. The sample demonstrates coordinated materials, practical interaction and a usable facilitator handoff. Adapt examples, vocabulary, expectations and branding to the buyer’s approved source material.

Format note

Slides and workbook pages are image-based; their text is not individually editable. Prepare a text alternative if required for accessibility. Timings are estimates.