

Where does your focus go?

Notice one pattern. Choose one change.



1 LOOK BACK • 2 MINUTES

Think of a recent work hour.

I meant to finish: _____

What pulled me away: _____

Where I stopped: _____



2 PICK YOUR BIGGEST FOCUS LEAK



QUICK POLL: Raise 1, 2 or 3—or type your choice in chat. You may keep your answer private.

3 CHOOSE YOUR ALERT RULES

RULE		MY EXAMPLE
	KEEP essential or urgent	
	BATCH check at chosen times	
	MUTE optional noise	

One alert I can change today: _____

Keep required alerts and agreed urgent channels available.

Give your inbox a job

Choose an action. Give it a place.



RESPOND

Needs attention now



SCHEDULE

Needs time later



DELEGATE

Another owner is appropriate



ARCHIVE

No action needed

1 SORT THESE MESSAGES • 3 MINUTES

Use the facts given. Be ready to explain one choice.

A

A colleague cannot access the file needed for your meeting in 10 minutes.

My action:

B

A report needs your careful review by Friday. It is Monday.

My action:

C

An invoice question belongs to the accounts team. Your process allows you to route it.

My action:

D

A promotional newsletter has no relevance to your work.

My action:

2 COMPARE • 2 MINUTES



Compare one answer with a partner or in chat. What would change your decision?
Solo option: write your reason.

3 SET YOUR CHECK-IN RULE



I will check email: _____

Urgent messages should reach me through: _____

Choose a routine that fits your role and response expectations.

Build a focus block you can use

Start with 20 minutes. Adapt it to your responsibilities.



VAGUE: Work on the presentation.



CLEAR: Draft the opening and three main points.

1 MAKE YOUR PLAN • 4 MINUTES



MY TASK



MY FINISH LINE



WHEN I WILL START



WHAT I WILL QUIET



My urgent channel stays available: _____

2 MAKE ROOM FOR INTERRUPTIONS



LATER LIST

- ☐ _____
- ☐ _____
- ☐ _____



RESTART NOTE

If I stop, my next action is:

3 PARTNER CHECK • 2 MINUTES



Explain your plan in 30 seconds. Your partner asks: Is the finish line specific? Does it fit the time? What happens if you are interrupted?

Solo option: use those three questions to revise your plan.

4 TRY IT FOR FIVE WORKDAYS

DAY	TASK MOVED FORWARD? ✓	ONE ADJUSTMENT
1		
2		
3		
4		
5		



Repeat what helps. Adjust what does not.