

FIND YOUR FOCUS

Take Back Your Workday



QUIET THE NOISE

Choose what can interrupt you.



GIVE EMAIL A PLACE

Check with a purpose.



PROTECT ONE TASK

Create room to finish.

Leave with a practical plan for your next focused work block.

For busy professionals with real responsibilities.

Where did your attention go?

Think of a recent work hour.



QUICK POLL

Raise 1, 2 or 3, or type your choice in chat.

Private reflection is welcome.

Quiet the noise without going missing



KEEP

Essential alerts and
your urgent channel



BATCH

Routine updates
at chosen times



MUTE

Optional notifications
that interrupt



— ADAPT THIS MESSAGE TO YOUR ROLE —

I'm focusing until 10:30. For urgent needs,
call me. I'll check routine messages afterward.



Every message needs a *decision*



Your inbox. Your call.

Choose: Respond, Schedule, Delegate or Archive

A

Your meeting starts
in 10 minutes.
A colleague cannot
access the required file.

B

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

C

An invoice question
belongs to accounts.
You may route it.

D

A promotional
newsletter has
no relevance
to your work.



3 minutes to decide • 2 minutes to compare

What would change your decision? • Workbook page 2

WHAT DESERVES YOUR ATTENTION **NOW?**

Sort interruptions before they sort your day.



EXAMPLE:



Team emergency → **Respond**



Routine request → **Schedule**



Promotional alert → **Clear**

Keep required alerts and agreed urgent channels available.

BUILD YOUR NEXT FOCUS BLOCK

Start with 20 minutes. Adapt it to your role.

1

CHOOSE A FINISH LINE

Instead of "work on the report," try "draft the three recommendations."



3

PARK THE DISTRACTIONS

Write stray tasks on a "later" list, then return.



2

QUIET WHAT YOU CAN

Pause nonessential alerts. Keep your urgent channel open.



4

CLOSE THE LOOP

Record where you stopped and choose the next action.



My task:



My finish line:



My next email check:



If interrupted, leave a one-line restart note.

A restart note makes returning easier



Next: check the second figure, then write the conclusion.



Save your place.



Name the next action.



Restart from the note.



Workbook page 3 • Write a restart note for your task.

SANDA VALCU • FIND YOUR FOCUS

Can your plan handle a real workday?

You have 20 minutes to draft three recommendations.



Minute 4

A colleague needs a file for a meeting starting now.



Minute 8

A routine request arrives, due tomorrow.



Minute 12

You remember an unrelated task.



In pairs or chat: What do you handle, park or reschedule?

Leave a restart note when you switch.
Revise the finish line if time runs short.

One change. Five workdays.

Test a routine you can actually keep.

MY FIRST CHANGE



Mute one
optional alert
during my
focus block.

DAY 1

☐

Did my task
move forward?

What will I
adjust?

DAY 2

☐

Did my task
move forward?

What will I
adjust?

DAY 3

☐

Did my task
move forward?

What will I
adjust?

DAY 4

☐

Did my task
move forward?

What will I
adjust?

DAY 5

☐

Did my task
move forward?

What will I
adjust?



Share one change you will try,
or write it privately.



Workbook page 3 • Repeat what helps. Adjust what does not.

Same
Small Changes
Brighter Days

