



## Joyful Achiever Worksheet

### Theme 16: Focus – Doing the Most Important Thing First

This worksheet accompanies the 8 videos in Theme #16 and is designed to help you build stronger focus by consistently doing the most important thing first. Use it to cut through distractions, protect your best energy, and create calm, meaningful momentum in your work and life.

#### Video 1: [Focus Is a Decision](#)

**Insight Recap:** Focus is chosen, not found. If you don't decide your priority, the day decides for you.

**Reflection:** Where do you most often lose focus — morning, midday, or late afternoon?

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**Action Step:** Write your MIT for today and commit to doing it first.

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#### Video 2: [The MIT](#)

**Insight Recap:** Your Most Important Thing creates the biggest payoff. Doing it first makes everything else easier.

**Reflection:** What task would make today feel like a win by 5 PM?

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**Action Step:** Choose your MIT and block the first work window for it.

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**Video 3: [Protect Your First Hour](#)**

**Insight Recap:** Your first hour holds your best cognitive energy. Protect it to protect your performance.

**Reflection:** What typically steals your first hour?

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**Action Step:** Tomorrow, no email/messages for 30–60 minutes—MIT first.

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**Video 4: [Don't Let the Loudest Thing Win](#)**

**Insight Recap:** Urgency is loud; importance is quiet. Focus means choosing importance.

**Reflection:** What “urgent” things pull you away most often?

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**Action Step:** Ask: “Is this more important than my MIT?” If not, return.

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**Video 5: [One Task at a Time](#)**

**Insight Recap:** Multitasking increases stress and reduces quality. Single-tasking builds calm power.

**Reflection:** When do you multitask the most—and why?

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**Action Step:** Do one 25-minute single-task focus sprint today.

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**Video 6:** [Make Starting Easy](#)

**Insight Recap:** Resistance is highest at the start. Simplifying the first step reduces friction.

**Reflection:** What part of starting feels hardest for you?

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**Action Step:** Define the first 10 minutes of your MIT and begin.

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**Video 7:** [Use a Focus Filter](#)

**Insight Recap:** A focus filter keeps you from doing low-value work. Not everything deserves your best energy.

**Reflection:** What tasks do you say “yes” to that don’t align with priorities?

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**Action Step:** Before accepting new tasks, ask: “Does this align with my top priority?”

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## Video 8: [Clean Close](#)

**Insight Recap:** Ending with clarity sets tomorrow up for success. A clean close reduces mental clutter.

**Reflection:** How do you usually end your workday?

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**Action Step:** Write tomorrow's MIT + two supporting tasks before you shut down.

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### **Daily Practice (7-day Focus Challenge):**

- Write your MIT each morning
- Do it before email/messages
- End the day with tomorrow's MIT