Daily focus

A simple place to land. Choose what matters for today; the rest can wait.

DATE

MY CAPACITY FEELS…

☐ Low ☐ Some ☐ Plenty

ONE THING THAT WOULD MAKE TODAY FEEL USEFUL

THREE THINGS I MIGHT MOVE FORWARD

☐ 1.

☐ 2.

☐ 3.

MAKE THE START SMALLER

The first 2–10 minute step is…

I can begin at… A little help I need…

TIME ANCHORS (APPOINTMENTS, NOT A PERFECT SCHEDULE)

MORNING **MIDDAY**

AFTERNOON **EVENING**

WHAT I HANDLED / WHAT CAN CARRY FORWARD

Done is allowed to be small.

Brain dump

Get it out of your head first. Sorting can happen later.

EVERYTHING ON MY MIND — TASKS, REMINDERS, WORRIES, LOOSE THOUGHTS

No order needed. Fragments are fine. You do not have to finish this page.

NEEDS A NEXT STEP

CAN WAIT / MAYBE

NOT MINE / LET GO

ONE THING I WANT TO REMEMBER:

Pick three priorities

Choose a short list for the time and energy you actually have.

A useful plan can be one priority. Three is a maximum, not a requirement.

1 **PRIORITY** _____

Why does this matter today? _____

First visible step _____

Time guess _____ What could get in the way? _____

If I only do part of it, this still counts: _____

2 **PRIORITY** _____

Why does this matter today? _____

First visible step _____

Time guess _____ What could get in the way? _____

If I only do part of it, this still counts: _____

3 **PRIORITY** _____

Why does this matter today? _____

First visible step _____

Time guess _____ What could get in the way? _____

If I only do part of it, this still counts: _____

NOT TODAY: _____

Flexible time map

Use broad parts of the day. Add fixed commitments first; leave room around them.

DATE: _____ **TODAY'S ANCHOR / APPOINTMENT:** _____

MORNING

What is fixed? What could fit?

FIXED _____ **FLEXIBLE** _____

MIDDAY

What is fixed? What could fit?

FIXED _____ **FLEXIBLE** _____

AFTERNOON

What is fixed? What could fit?

FIXED _____ **FLEXIBLE** _____

EVENING

What is fixed? What could fit?

FIXED _____ **FLEXIBLE** _____

BUFFER / RESET: _____

Distraction parking lot

Capture the thought so you can decide when to return to it.

A thought, tab, task, or interruption can be written down without following it right now.

Ask: does this need action now, later, or not at all?

PARK IT HERE	WHEN WILL I REVIEW IT?	NEXT SMALL ACTION (IF NEEDED)

WHEN I RETURN, THE NEXT STEP IS…

My energy menu

Make a personal list of small options that can make starting or switching tasks feel easier.

Pick what suits this moment. These are ideas to test, not rules you have to follow.

2-MINUTE STARTS

Open the file • Put one item away • Write the first sentence

MY VERSION:

MOVE / RESET

Stretch • Walk to another room • Get a glass of water

MY VERSION:

SENSORY COMFORT

Adjust the light • Put on comfortable clothes • Choose a quieter spot

MY VERSION:

CONNECTION

Text a friend • Ask for a check-in • Work alongside someone

MY VERSION:

INTEREST / REWARD

Play one song • Use a favorite pen • Pair the task with something pleasant

MY VERSION:

LOW-ENERGY OPTIONS

Do a smaller version • Use a template • Choose one easy admin task

MY VERSION:

RIGHT NOW, I WILL TRY…

Weekly reset

A short review to close the loop and make the next week easier to enter.

WEEK OF: _____ **ONE WORD FOR THIS WEEK:** _____

WHAT GOT DONE?

Count finished things, partial progress, and effort.

WHAT STILL MATTERS?

Choose what is worth carrying forward.

WHAT CAN I LET GO OF?

Remove, postpone, or renegotiate what no longer fits.

WHAT WOULD MAKE NEXT WEEK EASIER?

One change, reminder, or bit of preparation.

THREE THINGS TO MAKE VISIBLE NEXT WEEK

- [ ] 1. _____
- [ ] 2. _____
- [ ] 3. _____

MY FIRST SMALL STEP: _____