

The Focus Audit

Notice what pulls you away. Choose one change to try.

Think about your last workday. Tick what happened, then pick one pattern.

01 PHONE + NOTIFICATIONS

- ☐ I checked my phone without a clear reason.
- ☐ An alert pulled me away from a task.
- ☐ I opened an app and stayed longer than I intended.

02 MESSAGES + PEOPLE

- ☐ I answered a non-urgent message before finishing my task.
- ☐ I checked email or chat repeatedly while working.
- ☐ An interruption left me unsure where to restart.

03 WORKSPACE + TASKS

- ☐ I switched tasks before reaching a useful stopping point.
- ☐ I started without knowing my next concrete action.
- ☐ Noise, clutter, or open tabs competed for my attention.

Choose one pattern. Make one small plan.

The pattern I want to watch tomorrow:

One change I can control:

When I will check whether it helped:

No score or diagnosis. Your ticks are observations, not a measure of willpower.

Want help choosing your next change? Try The 3-Day Focus Reset.

Educational planning tool. Personal use. Print or fill in a compatible PDF app.

Save a copy, close it, and reopen it to check that your answers are saved.