



Focus Audit Template

Part 1: Morning Alignment (5 min)

1. MIT Identification

- ☐ Task 1: _____ (High Impact/Low Time)
- ☐ Task 2: _____ (Strategic Value)
- ☐ Task 3: _____ (Revenue/Goal-Aligned)

2. Distraction Shield

☒ "Today I will avoid: _____"

Part 2: Midday Reset (3 min)

Focus Check-In

Time Block	Task	Focus Level (1-5)	Interruptions
9-11 AM	_____	☐ ☐ ☐ ☐ ☐	_____
11-1 PM	_____	☐ ☐ ☐ ☐ ☐	_____

Reflection Prompt:

"Which activity gave me flow state energy? What disrupted it?"

Part 3: Evening Transition (15 min)

Open Loops Capture

1. Unfinished Thought: _____
2. Pending Decision: _____
3. Tomorrow's Intent: *"My prime focus will be..."* _____

Cognitive Load Score:

- ☐ Light (Focused & Energized)
- ☐ Moderate (Some Mental Drag)
- ☐ Heavy (Decision Fatigue)



Weekly Insights Worksheet

Section 1: Pattern Tracking

- Top 3 Focus Killers:

1. _____
2. _____
3. _____

- Peak Focus Windows:

☐ Early-Morning ☐ Mid-Morning ☐ Afternoon

- Recovery Time After Interruptions:

Average: _____ minutes

Section 2: Action Steps

- ☐ Eliminate _____ (Low-Value Task)
- ☐ Protect _____ (Key Focus Window)
- ☐ Systematize _____ (Recurring Interruption)

Section 3: Reflection

- What worked well this week? _____
- What needs improvement? _____
- What will you change next week? _____

Want personalized help adapting this to your team? Book a free 30-minute [Team Productivity & Well-Being Strategy Session](#) with me.