WORKSHEET

CLEARER FOCUS, BETTER WORK

BY KALIKA YAP

Pause + Reset

If your days have felt too full, this worksheet can help you find your footing. A few thoughtful steps go a long way.

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1. What's actually important right now?

List up to 3 things you want to give your best attention to:

2. What can wait or be removed?

Is there anything you can pause, delegate, or skip this week?

3. Schedule one deep focus block.

Pick a 90-minute time slot this week to give one task your full attention.

- *When:*
- *Task:*

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4. Reduce distractions.

List what tends to pull you away.
What's one simple step you can take to quiet those distractions during your focus block?

5. Reflect at the end of the week.

- *What felt different?*
- *What helped?*
- *What might you want to try again?*

Reminder!

You don't have to move fast to make real progress. Sometimes, slowing down brings you closer to what matters.

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“If you don’t take back control of your time, someone else will.”

Cal Newport, Deep Work

LIKE

SAVE