7-Day Focus Reset — Fillable Worksheet

Use this fillable PDF for a single 7-day cycle. Save changes in a PDF reader that preserves form fields.

Quick Instructions (Read first)

1) Morning (10 min): Do the 10-Minute Reset — offload, categorize, choose One Thing.
2) During work: Do at least one Single-Task Sprint (60 min). Track start/end and the outcome.
3) Evening (15 min): Do the Evening Review — wins, drains, tomorrow's priority.
4) Weekly: Schedule one Deep Work Session (90–120 min). Protect it like a client meeting.

Day __ / 7   Date:

Morning — 10-Minute Reset

Time started: End:

1.

2.

3.

4.

5.

Categorize (D=Delete / F=Defer / A=Act)   Today's One Thing:

Morning intention (tone/mood / energy level)

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Focus Sprints (Repeat rows for multiple sprints)

Sprint #1 — Task: Start: End:

    Outcome / deliverable:

Sprint #2 — Task: Start: End:

    Outcome / deliverable:

Sprint #3 — Task: Start: End:

    Outcome / deliverable:

Distraction log (if you switched, note why and for how long):

Evening Review — 15 minutes

What worked today? (3 bullets)

What drained me? (3 bullets)

Tomorrow's One Priority (specific):

Small fix to reduce drains:

Sleep/energy score (1-10):

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Weekly Deep Work Planner

Planned deep session date: Time:

Project / Focus area:

90–120 minute agenda: Warmup (10–20 min) — Objective:

Deep work (60–80 min) — Objective:

Cooldown (10–20 min) — Outcome / next steps:

Distraction shield checklist:

      Calendar blocked & visible

      Team notified / away message set

      Phone in another room / DND on

      Only one doc/tab open

      Timer set

Deep Session outcome (after):

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7-Day Habit Tracker & Weekly Reflection

Circle/shade days you completed each ritual (use checkboxes)

	D1	D2	D3	D4	D5	D6	D7
10-Min Reset							
Single-Task Sprint							
Evening Review							
Deep Work							

Total sprints completed this week: Deep work minutes:

Biggest win this week:

Main distraction pattern observed:

One structural change to implement next week: