FOCUS & FOLLOW-UP

Name:

Date:

Protect time for deep work, and make sure every meeting turns into clear next steps.

1 Today's focus block

One task:

From **to** **First small step:**

- [ ] Notifications off
- [ ] Headphones on or door closed
- [ ] Water and a snack nearby
- [ ] Timer set

2 Parking lot

Ideas and to-dos that pop up mid-focus. Write them here and get back to work.

3 Meeting follow-up

Meeting: **Date:**

Decisions made:

MY ACTIONS	BY WHEN	DONE
		☐
		☐
		☐
		☐

- [ ] Recap sent within 24 hours

4 Done today

5 First thing tomorrow

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