

My Gameplan for Focus

1. Prepare: Do something to start your day in a positive, productive mindset. (Walking, exercising, meditation, journaling, deep breathing, etc.)

2. Priorities: Write down your priorities for the day below.

3. Intention: From your list of priorities, pick the task/s that require the most mental energy & move your business ahead the most. Then write down your intention for what you want to complete in this block of time.

4. Flow: Briefly scan the Checklist for Flow, then work for 60-90 min. Have a clear end time in mind.

5. R & R: Rest and relax. Do something to recharge your mind and body, like going for a walk.

6. Repeat: Start the process over from step 3.

Checklist for Flow

Is your phone on silent or in another room?

Have you turned off Facebook, e-mail, etc.?

Are you isolated from outside distractions?

Have you had water recently?

Is the back of your body (legs, lower back, shoulders, neck) relaxed and loose?

Are you clear about when you will take a break?

Are you clear about what you want to accomplish in this block of time?

Do you feel eager and excited about what you're about to do?

Do you have everything you need to start and finish this task?

Can you achieve your goal within the time you set?