

The 14-Day Digital Reset Tracker

We've all felt that "mental fog"—the feeling that you're busy all day but somehow didn't actually move the needle on anything important. This isn't a detox to punish you; it's a reset to help you find your edge again.

To make this work, we're focusing on four specific "rules" that guard your focus. Here is why they matter:

- **Morning First:** Most of us check our phones before our eyes are even fully open. By delaying social media and email until after your first big task of the day, you stay in the driver's seat of your own focus instead of letting other people's priorities dictate your morning.
- **The Parking Lot Rule:** When you walk into a classroom or a meeting, your phone stays in your pocket or at your desk. It signals to your staff and the children that the person in front of you is the most important thing in your world right now.
- **Phone-Free Windows (60–90 min):** This is your time for "Deep Work." By putting your phone in a drawer, you eliminate the **Attention Residue** that happens every time you glance at a screen. This is where you tackle the big stuff—programming, budgets, scheduling, or long-term planning.
- **The Digital Sunset:** Your brain needs a "cool down" period to produce melatonin. By stopping the scroll 60 minutes before bed, you're ensuring your sleep actually recharges your battery rather than just keeping you "on."

On the next page, you will find a two-week guide along with each of the "rules". **Simply check the box each day for the rules you followed.**

If you missed a day, no worries. Just try to do it the next day. The goal is progress and less distractions.

The "Pulse Check" (Daily Reflection)

Instead of just checking boxes, ask yourself these three questions at the end of each day:

1. **The Patience Meter:** Did I react more calmly to staff/parent issues today?
2. **The "Thin" Feeling:** Did my brain feel "sturdy" or "fragile" during long tasks?
3. **The Presence Check:** Was I 100% there during my classroom walkthroughs?

Pro-Tips for the Reset:

- **The "Out of Sight" Hack:** Don't just silence your phone; put it in a desk drawer or a different room. If you can see it, you're using brainpower to ignore it.
- **Replace the Habit:** When you feel the "itch" to scroll during the sunset hour, have a book or a notepad ready. Give your hands something else to do.
- **The Sunday Snapshot:** Take a screenshot of your "Screen Time" on Day 1 and another on Day 14. The numbers don't lie.

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Week 1				
Day	Morning First	Parking Lot Rule	Phone-Free Window (60-90 min/day)	Digital Sunset (60 min before bed)
1				
2				
3				
4				
5				
6				
7				
How is your focus at the end of Week 1? What else have I noticed?				
Week 2				
Day	Morning First	Parking Lot Rule	Phone-Free Window (60-90 min/day)	Digital Sunset (60 min before bed)
8				
9				
10				
11				
12				
13				
14				
Is the fog lifting? How has my energy and passion been? What other improvements have I noticed?				

- **Morning First:** Finish your biggest task before checking social media to stay in the driver's seat of your day.
- **The Parking Lot Rule:** Keep your phone out of sight during meetings and visits to show people they are your top priority.
- **Phone-Free Windows:** Put your phone in a drawer for 60–90 minutes to tackle "heavy lifting" without mental distractions.
- **The Digital Sunset:** Stop scrolling 60 minutes before bed to give your brain the "cool down" it needs for deep sleep.