



Managing Focus

A flexible plan for starting one task and finding the next small step.

TASK / PROJECT _____

DATE _____

1 Pick one task

Choose something you want or need to do. It can be small, familiar, interesting, or simply the easiest place to begin.

What would feel like a useful start? _____

2 Break it into steps

List only the steps you can see right now. You can add, change or cross them out as you go.

- ☐ 1 _____
- ☐ 2 _____
- ☐ 3 _____
- ☐ 4 _____

SET UP YOUR SPACE

☐ Clear a little space

☐ Gather what I need

☐ Water or a comfort item

Could I reduce one distraction, use a timer, or ask someone to sit nearby?

PLAN A SHORT FOCUS SPRINT

I could try for:

☐ 5 minutes

☐ 10 minutes

☐ 15 minutes

☐ my own time

A break that might help: _____

I can change this plan whenever I need to.



Keep focus flexible

Use prompts, breaks and small wins in ways that feel helpful to you.

4 Know what comes next

A next step can make it easier to return after a pause. You do not need to plan the whole task.

My next step: _____

After that, maybe: _____

5 Choose a brain-coach prompt

Pick a phrase that sounds believable and kind. You can use one below, write your own, or leave this section blank.

- ☐ I only need to do the next step.
- ☐ I can try for five minutes, then decide.
- ☐ It is okay to ask for help or company.

My own reminder: _____

6 Notice what you have done

Progress can include starting, asking for support, taking a break, or deciding what can wait.

One thing I did: _____

What helped? _____

A BREAK COUNTS. PAUSING IS ALLOWED. YOU CAN RETURN OR CHOOSE SOMETHING ELSE.