

When You Cannot Focus

For the hours you sit down to work and nothing goes in.

WHEN TO USE THIS

Use this on a day you have read the same page four times.

What is it like right now?

- ☐ Words will not go in
- ☐ I keep picking up my phone
- ☐ My head is somewhere else
- ☐ Too tired to think
- ☐ Too noisy or too quiet
- ☐ I do not care today
- ☐ Worry keeps cutting in

What is your head actually on instead?

What is the smallest amount of work you would accept from yourself today?

Ten minutes. One paragraph. One email.

Name three things that make it easier to start.

A timer, headphones, a different room, one other person.

1.

2.

3.

A bad focus day is a day, not a pattern. Take the ten minutes.