

Focus Habit Builder Workbook

21 Days to Build a More Focused, Productive You

Based on the Peak Focused Productivity Formula™

Welcome

Welcome to the Focus Habit Builder Workbook. Over the next 21 days, you'll build small, sustainable habits that improve your focus across time, energy, and execution. This isn't about doing more—it's about doing what matters, better.

Each day, you'll:

- Practice a micro habit
- Reflect on what's working
- Rate your focus
- Celebrate one win

On Days 7, 14, and 21, you'll complete a reflection page to lock in what you've learned.

Day 1 – Micro Habit: Start with Your Top 1

Focus Principle:

“Your brain is freshest in the morning. Start with the thing that matters most.”

Micro Habit:

Before opening email, write down your #1 priority for the day and take 15 minutes to work on it without interruption.

Daily Reflection Prompt:

What did you choose as your top priority today? How did it feel to start there?

Focus Score (1–5): _____ Daily Win: _____

Focus Habit Builder Workbook – Days 2–7

Day 2 – Micro Habit: Block Your Morning Focus Time

Focus Principle:

“Willpower is strongest early in the day—protect that time.”

Micro Habit:

Schedule 30–60 minutes each morning for focused, uninterrupted work.

Daily Reflection Prompt:

What did you notice while applying this habit?


Focus Score (1–5): _____ Daily Win: _____

Day 3 – Micro Habit: Clear Your Visual Workspace

Focus Principle:

“Clutter competes with your brain’s ability to concentrate.”

Micro Habit:

 Spend 5 minutes clearing your desk or digital desktop before starting.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 4 – Micro Habit: Use a Timer to Sprint

Focus Principle:

“Short, focused sprints beat long, distracted marathons.”

Micro Habit:

 Use a 25-minute timer and commit to full focus during that time.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 5 – Micro Habit: Pause Before Responding

Focus Principle:

“Reacting instantly drains energy. Pausing helps you choose wisely.”

Micro Habit:

Pause 3–5 seconds before replying to any request, message, or interruption.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 6 – Micro Habit: Define Success Before Starting

Focus Principle:

“When you start without a finish line, you never feel done.”

Micro Habit:

Ask yourself: 'What does finished look like?' before you begin any task.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 7 – Micro Habit: Do a Weekly Mini-Review

Focus Principle:

“Reflection turns experience into insight.”

Micro Habit:

Take 10 minutes to review your week: What worked? What didn't? What will you do differently?

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

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Week 1 Reflection

Congratulations on completing your first 7 days!

Use this page to reflect, adjust, and reinforce your new focus habits.

What worked this week?

What didn't work—or felt challenging?

What focus habit had the biggest impact?

What will you adjust going into Week 2?

Week 1 Focus Score (Average from Days 1–7):

_____ / 5

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Days 8–14

Day 8 – Micro Habit: Turn Off Nonessential Notifications

Focus Principle:

“Every ping hijacks your brain’s attention.”

Micro Habit:

Turn off all non-urgent notifications for the day (email, Slack, phone).

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 9 – Micro Habit: Finish Something Small Before Noon

Focus Principle:

“Momentum is built, not found.”

Micro Habit:

Choose one task you can complete early to build a sense of progress.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 10 – Micro Habit: Set a Time Limit on Meetings

Focus Principle:

“Time constraints increase clarity and urgency.”

Micro Habit:

Keep meetings under 30 minutes. Use an agenda. End with clear actions.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 11 – Micro Habit: Work with Your Chronotype

Focus Principle:

“Your natural energy rhythms matter.”

Micro Habit:

☀️ Schedule your hardest work during your peak energy window today.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 12 – Micro Habit: Limit Context Switching

Focus Principle:

“Task switching can reduce output by 40% or more.”

Micro Habit:

Stick to one task at a time for 30–60 minutes without changing tabs.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 13 – Micro Habit: Take a Walking Reset

Focus Principle:

“Movement helps recharge mental clarity.”

Micro Habit:

Take a 5-minute walk without your phone. Let your brain reset.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 14 – Micro Habit: Reset Your Space for Monday

Focus Principle:

“Environments shape behavior.”

Micro Habit:

Spend 10 minutes preparing your desk, digital tools, or calendar for next week.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

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Week 2 Reflection

You've made it through two full weeks of focus building!

Use this reflection to pause, assess your progress, and reset your strategy for the final stretch.

What's becoming a habit?

What habit is still inconsistent?

What's made the biggest difference this week?

What will you focus on improving next week?

Week 2 Focus Score (Average from Days 8–14):

_____ / 5

Days 15–21

Day 15 – Micro Habit: Label Your Distractions

Focus Principle:

“Awareness is the first step to control.”

Micro Habit:

Keep a log of what distracts you today. Review it at the end of the day.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 16 – Micro Habit: Set a Reward for Focus

Focus Principle:

“Positive reinforcement builds habit strength.”

Micro Habit:

Choose a small reward for completing your most important task today without distraction.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 17 – Micro Habit: End the Day With Intent

Focus Principle:

“Tomorrow starts today.”

Micro Habit:

Take 5 minutes to plan your top 1–3 priorities for tomorrow before you log off.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 18 – Micro Habit: Protect Your First 30 Minutes

Focus Principle:

“Start with intention, not reaction.”

Micro Habit:

Don't open email or messages for the first 30 minutes. Use it for deep focus only.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 19 – Micro Habit: Track a Focus Session

Focus Principle:

“What you measure, you can improve.”

Micro Habit:

🕒 Track one focused session today. Note start/end time, what worked, what didn't.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 20 – Micro Habit: Reset with Purpose

Focus Principle:

“Even short breaks can rewire your brain.”

Micro Habit:

Take a 5-minute mental reset. Close your eyes, breathe, or do nothing—fully.

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Day 21 – Micro Habit: Reflect, Reset, Recommit

Focus Principle:

“Focus is a practice, not a one-time event.”

Micro Habit:

Review the last 3 weeks. What habits will you carry forward? What will you leave behind?

Daily Reflection Prompt:

What did you notice while applying this habit?

Focus Score (1–5): _____ Daily Win: _____

Focus Habit Builder Workbook – Final Reflection & Score Summary

You've completed all 21 days of the Focus Habit Builder journey. Use this final reflection page to capture your insights, evaluate your focus growth, and decide what comes next.

Which habits stuck with you the most?

Which habits were hardest to maintain?

What surprised you most during this process?

What will you commit to doing going forward?

Focus Score Summary (Self-Rating)

Rate your current focus compared to Day 1 using the Peak Focused Productivity Formula™ elements:

Time × % Focus: _____ / 5

Energy × % Focus: _____ / 5

Execution × % Focus: _____ / 5

Total Focus Score (multiply all 3 above): _____

Next Step:

Consider continuing weekly resets and integrating Peak Reset™ and Result Packets™ into your routine.