

# Lock In to Unlock Your Productivity™ — White Paper

A Behavioral Blueprint to Cut Noise, Focus Deeply, and Drive Results That Actually Matter

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## Executive Summary

Leaders don't have a time problem—they have a focus problem. Knowledge workers spend large portions of the day in meetings, email, and chat, with their attention fragmented by constant interruptions. The result is slower execution, higher stress, and missed targets. Lock In to Unlock Your Productivity™ introduces a practical behavior-first system that overlays any business operating system to create a culture of focus, accelerate execution, and measurably improve results.

What you'll learn:

- The real cost of distraction—and why it's rising.
- The Peak Behavioral Framework™ and how it overlays your existing operating system and culture.
- The Peak Focused Productivity Formula™ and how to use it to quantify improvements.
- A 30/60/90-day roadmap to operationalize focus across teams.
- How to track ROI and translate gains into execution speed, quality, and profitability.

## The Distraction Tax: Why Focus Is Your Fastest Lever

Across modern workplaces, focus is fragmented. Research shows we average about 47 seconds on a screen before switching, and employees are interrupted near-constantly during the day. Microsoft telemetry indicates the average worker spends most of their time communicating (meetings, email, chat) rather than creating, with interruptions landing roughly every two minutes [1].-[3]

Task switching imposes measurable costs on cognition and throughput. Reviews suggest switching can waste substantial time and degrade working memory and inhibitory control; foundational research on media multitasking also links chronic multitasking with weaker cognitive control [4].-[6]



# The Peak Behavioral Framework™

The Peak Behavioral Framework™ is a scalable overlay for any operating system (e.g., EOS®, Scaling Up®, OKRs) and any culture. It targets specific high-leverage behaviors that either drain or amplify focus and execution. The framework organizes implementation around three pillars:

- Time: Design Focus Windows and Lock-In Sessions™; audit meetings; reduce low-value communication; set Work-In-Progress (WIP) limits.
- Energy: Align work with natural energy cycles; upgrade sleep, breaks, and recovery; reduce cognitive load; clarify priorities.
- Execution: Define “Definition of Done,” build daily reset rituals, and close the loop with Peak Result Packets™ and visible scoreboards.

## The Peak Focused Productivity Formula™

We quantify results using a simple, multiplicative model:

$$(\text{Time} \times \% \text{ Focus}) \times (\text{Energy} \times \% \text{ Focus}) \times (\text{Execution} \times \% \text{ Focus}) = \text{Productivity Score}^{\text{TM}}$$

Definitions:

- Time (T): Hours worked during the period (e.g., day/week/month).
- Energy (E): Capacity to perform (1–10 scale), multiplied by the % of time Energy is truly focused on the most important work.
- Execution (X): Effective throughput/precision (1–10 scale), multiplied by the % of time Execution is focused on the right deliverables.
- % Focus (f): The fraction of time (0–1) each driver is applied to the right work without interruption.

### Worked Example (Team of One, Monthly)

Baseline month: T = 160 hours; f\_T = 0.45; E = 6 with f\_E = 0.60; X = 6.5 with f\_X = 0.55.

$$\text{Productivity Score}^{\text{TM}} = (160 \times 0.45) \times (6 \times 0.60) \times (6.5 \times 0.55) = 72 \times 3.6 \times 3.575 = 926.64.$$

After 8 weeks of Lock-In practices: T = 160 hours; f\_T = 0.70; E = 7.5 with f\_E = 0.75; X = 7.5 with f\_X = 0.75.

$$\text{Productivity Score}^{\text{TM}} = (160 \times 0.70) \times (7.5 \times 0.75) \times (7.5 \times 0.75) = 112 \times 5.625 \times 5.625 = 3,543.75.$$

Result: ~3.82× improvement in the Productivity Score™ without adding hours—just by increasing focus, energy alignment, and execution discipline.





## Peak Leaks™: Everyday Drains on Focus

Below are common, high-impact leaks that compound across teams. Each one erodes the Focus percentages in the formula above:

- Always-on chat and email (no norms, no batching).
- Meetings without clear outcomes, stacked with no recovery time.
- Context switching across too many concurrent priorities.
- Ambiguous “Definition of Done,” causing rework and churn.
- Over-assignment of WIP; no focus windows protected on calendars.
- Reactive leadership resets and last-minute changes without tradeoffs.
- Unclear handoffs; missing or buried requirements.
- Low-quality sleep and recovery; no break cadence.
- Misaligned performance metrics that reward busyness over outcomes.
- Lack of visible scoreboards to keep priorities salient.

## Interventions That Move the Needle Fast

- Lock-In Sessions™ (90–120 minutes): Calendar-blocked deep-work windows for priority outcomes; no meetings, no chat, notifications off.



- Meeting System Reset: “Kill, Keep, Consolidate” audit; require agendas, outcomes, and pre-reads; default to 25/50-minute durations with buffers.
- Communication Protocols: Batch email and chat, set response windows, use status signals for focus time, and move non-urgent topics to async docs.
- Energy Protocols: Sleep targets, ultradian break cycles, time-of-day alignment, and small recovery rituals to renew energy (body, emotions, mind, purpose).
- Execution Rituals: Daily Reset (clarify Top 3), WIP limits, Definition of Done checklists, and Peak Result Packets™ to close loops and capture learning.

## 30/60/90-Day Roadmap

### 30 Days — Stabilize & Protect Focus

- Baseline measurement (Focus % estimates, quick Energy and Execution self-ratings, meeting audit).
- Establish Lock-In Sessions™ (2–3 per week per person); add calendar status signal.
- Implement meeting guardrails and communication batching norms.
- Set WIP limits and define “Definition of Done” for top workstreams.

### 60 Days — Optimize & Scale

- Expand Lock-In capacity; institutionalize Daily Reset & Weekly Review.
- Create scoreboards; begin tracking leading indicators of focus and lagging outcomes.
- Simplify handoffs with Peak Result Packets™; close loops fast.
- Run leadership retros to remove systemic blockers.

### 90 Days — Institutionalize & Accelerate

- Integrate the framework with your operating system (e.g., EOS® L10s, quarterly rocks; Scaling Up® rhythms; OKR cadences).
- Align incentives and recognition with focused execution and quality outcomes.
- Refine dashboards; plan the next cycle of improvements (quarterly).

## Metrics & Dashboard

Track both leading and lagging indicators to prove value and sustain momentum.

- Leading indicators (weekly):
  - Focus % in Lock-In Sessions™ (calendar analytics and self-report).
  - Hours in meetings (total and by type) and number removed/shortened.



- WIP per person and average cycle time per task.
- Energy alignment (self-report 1–10 by time-of-day).
- Lagging indicators (monthly):
  - Throughput/velocity, rework rates, and on-time delivery.
  - Quality/defect rates; customer-experience KPIs tied to focus work.
  - Revenue per head and operating margin (where appropriate).

## Simple ROI Model

Let Value\_per\_focused\_hour be the average economic value of an hour applied to your highest-value work. Then  $ROI \approx (NewScore - BaselineScore) / BaselineScore \times (FocusedHours \times Value\_per\_focused\_hour) - ProgramCost$ . Because the formula is multiplicative, small gains in focus across Time, Energy, and Execution compound into outsized results.

## Plays Well with EOS®, Scaling Up®, and OKRs

This framework is an overlay, not a replacement. It strengthens any operating system by protecting focus windows, clarifying execution rituals, and reducing noise. Teams keep their existing tools and rhythms—now with the behavior layer that makes them work.

## Case Snapshot: The China Expansion Push

A leadership team attempted simultaneous expansion and integrations across multiple regions. Travel, time-zones, and competing initiatives drove down focus and energy, weakening execution. By instituting Lock-In Sessions™, meeting guardrails, and Definition of Done checklists, the team raised focus percentages and improved Energy and Execution scores—moving the Productivity Score™ from 926.64 to 3,543.75 in eight weeks, without adding hours.

## Get Started

Download this white paper for your leadership team, then schedule a Focus Diagnostic. In 30 days, most organizations see measurable wins: fewer meetings, clearer priorities, stronger execution, and a visible lift in the Productivity Score™.



## References

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