

Weekly Focus Scoreboard Toolkit

Practical Tools to Help Individuals and Teams Lock In Their Focus

Created by Peak Growth Solutions
www.peakgrowthsolutions.com

Weekly Focus Scorecard Template

Track your focus across Time, Energy, and Execution each day this week. At the end of the week, reflect on your totals and identify patterns that affect your productivity.

Day	Time Focus (1–5)	Energy Focus (1–5)	Execution Focus (1–5)	Daily Notes / Distractions
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Weekly Totals:

Time Focus Total: _____ | Energy Focus Total: _____ | Execution Focus Total: _____

What patterns did you notice?

What will you adjust next week to improve your focus?

Weekly Focus Reflection Prompts

Use these reflection questions at the end of each week to help reinforce behavior change, spot patterns, and improve future focus. Pair this with your Weekly Focus Scorecard.

1. Focus Wins

- What helped you stay focused this week?
- Which day felt most productive, and why?

2. Distractions & Leaks

- What pulled your attention off course?
- Were there any recurring Peak Leaks™ this week?

3. Energy & Time Patterns

- When during the day did you feel most focused?
- What drained your energy or caused you to lose momentum?

4. Execution & Follow-Through

- What tasks or projects were completed successfully?
- Where did execution fall short—and why?

5. Adjustments for Next Week

- What will you do differently next week?
- What one habit, tool, or change would improve your focus?

Team Focus Summary Tracker

Use this summary tracker to compare focus scores across team members each week. This helps surface trends, highlight wins, and identify areas where the team may be leaking focus collectively.

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Coaching Guide – Weekly Focus Scoreboard Review

This guide helps leaders or coaches facilitate effective conversations around the Weekly Focus Scorecard. The goal is to reinforce focus behavior, identify bottlenecks, and support improvement—without micromanaging.

1. Before the Conversation

- Review the team member's Focus Scorecard.
- Note any patterns: strong days, weak days, or consistent dips in focus.
- Identify if a Peak Leak™ is influencing the scores.

2. Conversation Flow

Start with an open tone. The review should be supportive and developmental.

Ask:

- What worked well this week in maintaining focus?
- What made focus difficult?
- Which distractions or Peak Leaks™ showed up?
- What could help increase focus next week?

3. Use the Formula to Frame Insights

Discuss where the biggest drop occurred: Time, Energy, or Execution?

Use the Peak Focused Productivity Formula™ to guide performance conversations:
 $(\text{Time} \times \% \text{Focus}) \times (\text{Energy} \times \% \text{Focus}) \times (\text{Execution} \times \% \text{Focus}) = \text{Productivity Points}$

4. Agree on a Focus Shift

- Choose one small adjustment to test next week (e.g., reduce notifications, batch email, etc.)
- Log the change and review progress in the next session.

Kickoff Script – Introducing the Weekly Focus Scoreboard

Use this script or talking points to introduce the Weekly Focus Scoreboard to your team. The goal is to build awareness, reduce resistance, and foster a supportive environment where focus becomes a shared value.

Opening Message

“One of the biggest challenges we all face is staying focused on what matters most. With so many distractions, demands, and shifting priorities, it’s easy to get pulled in too many directions and feel busy—but not productive.”

Introduce the Tool

“To help us improve how we work—not just how much—we’re introducing a Weekly Focus Scoreboard. It’s a simple way to track how well we’re focusing our time, energy, and execution each day. This is not about perfection. It’s about awareness and improvement.”

Key Points to Emphasize

- This is not a performance review—it's a self-awareness and improvement tool.
- Your scores are private unless you choose to share.
- We’ll reflect weekly to spot patterns and make small improvements.
- You’ll have support if you need help clearing distractions or resetting habits.

First Week Instructions

“Start using the scorecard today. Just fill it out daily—takes 2 minutes. At the end of the week, we’ll do a short reflection. We’ll learn, adjust, and grow together.”