

# WEEKLY FOCUS RESET

## 22 Self Enquiry Prompts Stop Leaking Time, Energy and Attention

### Mind

1. I know the one outcome that matters most this week
2. My priorities are written down somewhere visible
3. I'm not trying to move more than three projects forward at once
4. I've defined the next physical action for the work that matters

### Attention

5. Mornings begin without immediately checking messages or media
6. I have at least one uninterrupted focus block in my day
7. Notifications are switched off during focused work
8. My phone is not within reach when I am doing deep thinking

### Energy

9. I am sleeping enough to think clearly
10. I take short breaks before mental fatigue builds
11. I move my body or step outside daily
12. I am not trying to force focus when my energy is depleted

### Environment

13. My workspace supports concentration rather than distraction
14. My desk and digital workspace are not cluttered
15. I close unnecessary tabs and applications when working
16. I create physical or digital boundaries around my focus time

### Execution

17. I complete one meaningful task each day before smaller tasks
18. I schedule important work in my calendar rather than hoping to find time
19. I finish tasks before jumping to the next idea

### Reflection

20. I review what worked at the end of the week
21. I adjust priorities rather than carrying forward endless to-do lists
22. I regularly ask myself: Is this the thing that actually matters right now?