01 / GET STARTED

30-Day Focus Challenge

Make space for one task. Notice what helps. Build a routine you can repeat.

Name _____

Start date _____

I want to make more room for...

_____

YOUR DAILY ROUTINE

01 **Choose one task.**
Write down what you want to finish in this session.

02 **Set a timer.**
Use the weekly guide below, or choose a shorter session.

03 **Work, then record.**
Return to your task when distracted. Log your session and take a break.

A FLEXIBLE PATH THROUGH THE MONTH

DAYS 01-07 / Find your baseline

Try about 15 minutes. Notice distractions and test simple changes.

DAYS 08-14 / Shape your setup

Try 15-25 minutes. Choose the time and place that support your work.

DAYS 15-21 / Practice returning

Keep a manageable duration. Use notes to return after distractions.

DAYS 22-30 / Make it repeatable

Try 25-45 minutes if useful. Compare day 29 with your starting session.

Consistency matters more than a longer session.

Shorten or repeat a day as needed. If you miss a day, simply pick up where you left off.

02 / DAILY PRACTICE

Days 01-15

Choose your session length. Tick completed sessions and circle your ratings.

Difficulty: 1 easy / 2 moderate / 3 hard Mood & energy: 1 low / 2 okay / 3 high

01 ☐ **Choose one task and time your starting session.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

02 ☐ **Write a clear finish line before you begin.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

03 ☐ **Clear your desk of unrelated items.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

04 ☐ **Put your phone out of reach.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

05 ☐ **Keep only the tabs you need open.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

06 ☐ **Write stray thoughts down; return to your task.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

07 ☐ **Repeat your best setup; complete check-in 1.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

08 ☐ **Schedule a focus session before the day gets busy.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

09 ☐ **Break a larger task into one small next step.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

10 ☐ **Turn off nonessential notifications.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

11 ☐ **Try a quieter place or reduce background noise.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

12 ☐ **Add a few minutes only if it feels manageable.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

13 ☐ **Take a short screen-free break after your session.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

14 ☐ **Repeat a useful habit; complete check-in 2.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

15 ☐ **Start with the task you have been putting off.**
Date: _____ Min: ___ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

03 / DAILY PRACTICE

Days 16-30

Choose your session length. Tick completed sessions and circle your ratings.

Difficulty: 1 easy / 2 moderate / 3 hard Mood & energy: 1 low / 2 okay / 3 high

16 ☐ **Keep a paper list for things to look up later.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

17 ☐ **When distracted, pause and reread your next step.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

18 ☐ **Leave a restart note before a planned break.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

19 ☐ **Set a clear time to check messages afterward.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

20 ☐ **Try a different time of day; notice your energy.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

21 ☐ **Reuse your best conditions; complete check-in 3.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

22 ☐ **Choose a meaningful task and define done.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

23 ☐ **Set a boundary: tell others when you are available.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

24 ☐ **Work on one task until your planned break.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

25 ☐ **If interrupted, use a restart note to resume.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

26 ☐ **Try a longer session only if comfortable.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

27 ☐ **Repeat the routine that works best for you.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

28 ☐ **Keep your session manageable; complete check-in 4.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

29 ☐ **Repeat day 1 with a similar task and setup.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

30 ☐ **Use your favorite routine; complete your review.**
Date: _____ Min: ____ Difficulty (1) (2) (3) Mood (1) (2) (3) Energy (1) (2) (3) Distraction: _____

04 / WEEKLY REFLECTIONS

Pause. Notice. Adjust.

After days 7, 14, 21 and 28, take a few minutes to review your experience.

CHECK-IN 1 Days 01-07 Sessions completed: ___ / 7

What helped me focus? _____

What got in the way? _____

One change to try next week: _____

One win I want to remember: _____

CHECK-IN 2 Days 08-14 Sessions completed: ___ / 7

What helped me focus? _____

What got in the way? _____

One change to try next week: _____

One win I want to remember: _____

CHECK-IN 3 Days 15-21 Sessions completed: ___ / 7

What helped me focus? _____

What got in the way? _____

One change to try next week: _____

One win I want to remember: _____

CHECK-IN 4 Days 22-28 Sessions completed: ___ / 7

What helped me focus? _____

What got in the way? _____

One habit to carry forward: _____

One win I want to remember: _____

05 / COMPLETION & NEXT STEPS

Look at what you learned.

Use your own observations to choose what comes next.

MY 30-DAY RECORD

Sessions completed / 30

Day 1 focused minutes

Day 29 focused minutes

Compare similar tasks and conditions. These are personal observations, not a test.

What feels easier now?

Think about starting, staying with a task or returning after an interruption.

Which habits or conditions helped most?

Choose the changes you would like to keep.

My next two weeks

Plan a task, a session length and a time of day that feel realistic.

CHALLENGE COMPLETED

Name

Completion date

I made time to practice and learned what works for me.

A guided practice workbook for personal use; not a clinical assessment.