

# Finally Focused

A practical focus system for clearer starts, short commitments, distraction recovery, and realistic restarts

## FREE PREVIEW

### What's included in the full kit

- 15-page focus guide (Letter + A4 PDF)
- 6-page workbook with 6 worksheets (Letter + A4 PDF)
- Practice tools: 5 printable tools (PDF)
- 14-day focus tracker (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at [kitandfile.com](https://kitandfile.com)

# 1. Name What You Are Avoiding

Module 1 of 5

## Why This Matters

Procrastination often protects you from an unclear decision, an unpleasant emotion, or a task that has silently become too large.



## When You're Done

You can name the specific source of resistance instead of calling yourself lazy.



## Do This Now

- 1 Write the task exactly as it currently appears.
- 2 Name the moment where you stop or switch away.
- 3 Identify whether the friction is uncertainty, effort, fear, boredom, or a missing dependency.
- 4 Choose one change that addresses that specific friction.

## Worked Example

'Finish the report' hides a missing decision about the recommendation. The first useful task becomes 'choose between Option A and B using the three agreed criteria.'



## Reflection

What are you actually avoiding: the work, the decision, or the feeling around it?