

FOCUS COLLECTION • GUIDE

Productivity Blueprint

A practical guide and workbook for starting, staying focused, finishing, and restarting important work

FREE PREVIEW**What's included in the full kit**

- 25-page productivity guide (Letter + A4 PDF)
- 9-page workbook with 8 worksheets (Letter + A4 PDF)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at kitandfile.com

1. Decide What Finished Means

Module 1 of 8

Why This Matters

Many task lists describe an activity: work on the presentation, deal with email, or start the proposal. Those phrases do not name a result, so you cannot tell when to stop. Rewrite the task as something you will produce or decide, with a simple test for completion.



When You're Done

You have one sentence stating what you will finish and how you will know it is complete enough for today.



Do This Now

1

Name the result: a sent email, a reviewed page, a decision, a booked appointment, or a saved file.

2

Write the minimum requirements the result must meet today.

3

Separate required work from improvements that can wait.

4

Write the first concrete step needed to produce the result.

Clear Example

Replace 'work on the website' with 'Draft one homepage headline and three supporting points in the review document by 11:30.'



Reflection

What specific result should exist at the end of this work session?