



Kit&File

FREE SAMPLE · 6 PAGES

FINALLY FOCUSED · FREE SAMPLE

Finally Focused

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

IN THIS SAMPLE

1. What this is and who it's for
2. Start the Task You Keep Moving
3. Name What You Are Avoiding (Module 1 of 5)
4. Workbook: Resistance Map

\$14

FULL KIT · TRACKER SPREADSHEET, GUIDE, PHONE REFERENCE, PRACTICE TOOLS, QUICK REFERENCE, FILLABLE WORKBOOK

Less content. More use.

What This Is, Who It Is For

FIT What this is

This is a practical guide, workbook, phone reference, practice-tool set, and tracker for diagnosing procrastination and restarting important work.

FIT Who this is for

For anyone who knows what matters but repeatedly delays starting, switches away, or struggles to return after interruption.

By the end, you will have:

- A named source of resistance and matching intervention.
- A ten-minute first step and prepared start.
- A focus session, distraction capture, and restart note.

WHAT THIS IS NOT

It is not mental-health treatment, a diagnosis, a promise of perfect focus, or a system for squeezing productive work into every available minute.

Start the Task You Keep Moving

Choose one avoided task. Do not redesign your entire week. Diagnose the first break point and create one believable start.

WORKFLOW

The Sequence

1. Name the exact task and the first moment you stop or switch.
2. Shrink the next action until it starts within sixty seconds.
3. Prepare the file and source, then run one 20- or 25-minute session.
4. Record what changed and write the exact restart action.

STOPPING POINT

The target is not a perfect day. It is one useful start and an easier return.

1. Name What You Are Avoiding

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.

CHECKLIST

Do this now

- ☐ Write the task exactly as it currently appears.
- ☐ Name the moment where you stop or switch away.
- ☐ Identify whether the friction is uncertainty, effort, fear, boredom, or a missing dependency.
- ☐ 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?

Resistance Map

Identify the exact task, break point, friction type, and matching intervention.

WORKSHEET

Resistance Map

Avoided Task:

First Break Point:

Uncertainty, Effort, Fear, Boredom, or Dependency:

Evidence:

Matching Change:

Want the rest of Finally Focused?

Procrastination is often treated as a character flaw. In practice, the next action is unclear, the start has too much friction, or the work carries an emotion the plan ignores.

THE FULL KIT INCLUDES

- Tracker spreadsheet (CSV)
- Guide (Letter and A4)
- Phone reference
- Practice tools
- Quick reference (Letter and A4)
- Fillable workbook (Letter and A4)

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