

10-Minute Focus Habit Starter Checklist

Build your foundation. Start strong. Stay consistent.
Use this checklist as your launchpad for the 10-minute focus habit.

Step 1: Define Your Focus Goal

What will you do during your 10-minute focus sessions?

- | | |
|---|---|
| <input type="checkbox"/> Deep work on a project | <input type="checkbox"/> Learning something new |
| <input type="checkbox"/> Journaling or writing | <input type="checkbox"/> Reading for growth |
| <input type="checkbox"/> Other: _____ | |

Write your primary focus habit in one sentence: _____

Step 2: Set Your Time and Place

What time of day will you practice your focus habit?

- ☐ Morning ☐ Midday ☐ Evening

Exact Time: _____

Where will you do it?

- ☐ Desk ☐ Quiet Space ☐ Cafe ☐ Other: _____

Step 3: Prepare Your Focus Environment

Check off the actions you'll take to reduce friction and improve focus.

- | | |
|--|---|
| <input type="checkbox"/> Clear workspace | <input type="checkbox"/> Silence phone |
| <input type="checkbox"/> Set a timer | <input type="checkbox"/> Close tabs or apps |

My "Focus Boost" ideas.

Scent: _____

Sound: _____

Lighting: _____

Step 4: Customize Your Daily Focus Planner

Use this simple plan template to stay on track each day.

Today's Focus Task: _____

Start time: _____

End time: _____

- ☐ I stayed focused for 10 minutes
- ☐ I felt: [] calm [] productive [] distracted [] other: _____
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