

7-Day Focus Reset

An original, practical workbook from Readrr.ai

Make room for the work that matters.

A seven-day workbook to choose one priority, protect a small work block and build a routine you can repeat.

What you will leave with

A realistic weekly focus plan, a distraction audit and a repeatable start-and-finish routine.

A manageable commitment

10 minutes of planning a day, plus your chosen work block

Seven guided exercises. A completed example. Two reusable templates. Fillable spaces for your own work.

Keep a blank master copy. Save a new copy for each project or month.

Start here

Use one real task or decision throughout. Work in order the first time, then reuse the templates.

For people whose days feel busy but whose important work keeps moving to tomorrow.

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How to use the fields

Open the downloaded file in a PDF reader that supports forms. Type into a box, save a copy, close it and reopen it to confirm your answers were saved. If your reader does not support forms, print the worksheet or keep answers in a separate private document.

A useful standard

Write a first version, test it against reality and revise. A short specific answer beats a polished answer that avoids the hard question.

This is a practical planning experiment. It does not diagnose or treat attention or mental health conditions.

Maya makes room for a proposal

Worked example | fictional people and illustrative numbers, not a customer result or testimonial.

Starting point

Maya has an unfinished client proposal. She checks messages between every section and finishes the day unsure what moved forward.

One clear finish line

By Friday at 3 pm, send a two-page proposal with scope, timeline and price. A finished draft is more useful than researching another template.

Small enough to start

Monday: outline for 20 minutes. Tuesday: scope. Wednesday: price and timeline. Thursday: edit. Friday: send. Each block begins at 9:15 after opening the project folder.

The interruption rule

Phone in another room; notifications off during the block. Urgent client issues go through an agreed channel checked immediately after the block. Other thoughts go on a parking list.

When the week goes wrong

Wednesday has an unexpected call. Maya uses a five-minute minimum block to write three pricing assumptions and moves the full draft to Thursday. She reduces the plan rather than adding a late-night catch-up.

What the review can show

Illustrative record: four planned blocks started, one shortened, proposal sent. This shows a workable routine for this task, not proof that the method increases everyone's productivity.

Choose one finish line

Exercise 1 of 7 | Day 1

A priority becomes easier to work on when you can see what finished looks like. Pick one result that matters this week and fits the time you actually have. Avoid goals such as "be productive" that give you no stopping point.

1. List the three unfinished things taking up the most mental space. Circle the one with a useful, near-term consequence.
2. Describe a visible deliverable and a deadline. Cut scope until it can fit in three to five short work blocks.
3. Name what you will deliberately leave for another week. Protecting a priority requires a trade-off.

A concrete example

Instead of "work on my portfolio", use "publish one case study with a problem, three process images and a result by Friday".

My visible deliverable and deadline

Why this matters now; what can wait

The smallest version I could finish

Ready to move on: You can tell another person exactly what will exist at the end of the week.

Find the actual distraction

Exercise 2 of 7 | Day 2

Design around what interrupts you, rather than guessing what should. A quick observation is enough: note when you stop, what pulled you away and what you did next. Do not turn tracking into another project.

1. For one normal work block, make a mark each time you switch away from the task.
2. Label each switch: external interruption, unclear next step, discomfort, missing resource or deliberate break.
3. Choose the most frequent controllable cause and change one thing before tomorrow's block.

A concrete example

Maya opens messages three times because she is unsure what the proposal should include. A five-bullet outline helps more than installing another blocking app.

Switches I noticed and their triggers

The most common controllable cause

One change I will test tomorrow

Ready to move on: Your adjustment addresses an observed interruption.

Make the next action obvious

Exercise 3 of 7 | Day 3

Reduce the effort of beginning. A start cue connects a specific moment to a specific first action. Prepare the materials before the cue and make the initial task small enough to do on a difficult day.

1. Choose a cue tied to an existing event, such as after breakfast or after the team check-in.
2. Write an if-then start: "After X, at Y, I will open Z and do the first action for five minutes."
3. Prepare the file, notes and workspace. Define a five-minute minimum that still creates a useful artifact.

A concrete example

After the 9 am check-in, at my desk, I open Proposal.docx and write the three deliverables before opening messages.

My cue, place and first action

What I will prepare in advance

My five-minute minimum

Ready to move on: Starting requires no further planning or searching.

Protect one realistic block

Exercise 4 of 7 | Day 4

A protected block is a practical agreement with your calendar and the people who depend on you. Pick a duration you can honor, then leave a way to handle genuinely urgent interruptions.

1. Reserve a 15- to 30-minute block in a real opening in your calendar.
2. Remove one observed distraction and tell anyone affected when you will be available again.
3. Choose a break point and an emergency exception. At the end, write what changed in the work.

A concrete example

9:15-9:35 is for the scope draft. Team messages wait until 9:35; a time-sensitive customer incident is the exception.

My block and the task inside it

My interruption rule and exception

Evidence of progress after the block

Ready to move on: The block has a start, a finish and a realistic interruption rule.

Leave a useful restart note

Exercise 5 of 7 | Day 5

Switching tasks is sometimes necessary. A short closing note lets you return without reconstructing your thinking. Record progress honestly; minutes at a desk are not the same as a completed deliverable.

1. Before stopping, save the current work and name the part that is complete.
2. Write the next physical action and the one question still unresolved.
3. Put the needed link or file beside the note. Schedule the next block before closing.

A concrete example

Done: scope bullets. Next: estimate hours for each deliverable. Open question: does the client need two review rounds? File: proposal draft.

What is complete and where it is saved

The exact next action and unresolved question

When I will return

Ready to move on: Your future self can restart in under a minute.

Build a recovery version

Exercise 6 of 7 | Day 6

A missed block is information about the plan. Choose a smaller recovery action rather than turning one interruption into an abandoned week. Preserve enough flexibility that the routine fits ordinary life.

1. Identify the most likely disruption and write an if-then fallback.
2. Use your minimum action once if needed. Move or reduce remaining scope instead of piling on catch-up blocks.
3. Record the obstacle without judging yourself. Change the environment, timing or task size if it repeats.

A concrete example

If the morning disappears into meetings, I write three scope bullets at 4:30 and move the editing block to tomorrow. I do not promise to recover two hours tonight.

My likely disruption and fallback

What I will reduce or move

One pattern the interruption revealed

Ready to move on: A disrupted day still has a clear, modest next step.

Keep what worked

Exercise 7 of 7 | Day 7

Review the experiment against the finish line you chose on day one. Keep the smallest routine that helped and remove unnecessary tracking. One week offers clues about fit; repeat it before drawing broad conclusions.

1. Compare the actual deliverable with your original definition of done. Note scope changes.
2. Count blocks started, useful outputs and repeated obstacles. Identify one change worth keeping.
3. Choose next week's priority and reserve its first block. Keep only the tracking you used to make a decision.

A concrete example

Maya keeps the prepared outline and restart note. She drops a complicated timer spreadsheet she never consulted.

What I finished and what changed

The routine I will keep; the friction I will remove

Next week's priority and first block

Ready to move on: You have a specific next-week plan based on this week's evidence.

Your weekly focus planner

Use one line per planned block. A small honest plan is easier to adjust than an ideal week.

Priority and definition of done

Deliverable / deadline / minimum useful version

Your notes: Priority and definition of done

Work blocks

Day / start cue / duration / next action

Your notes: Work blocks

Distractions and recovery

Likely interruption / prevention / fallback

Your notes: Distractions and recovery

Weekly review

Planned vs actual / what helped / next change

Your notes: Weekly review

Your distraction audit

Use the table below during a single block. A few observations are enough to choose an experiment.

Observation log

Time / task / trigger / action taken / minutes away

Your notes: Observation log

Pattern

Which trigger repeated? Was the task clear?

Your notes: Pattern

Experiment

Change one thing / next block / sign it helped

Your notes: Experiment

Restart note

Done / next physical action / open question / saved file

Your notes: Restart note

Finish with a useful next step

Return to the output you wanted at the beginning. What can you actually use now?

☐ Can I show the deliverable or explain the reduced scope?

☐ Did I test one change against an observed distraction?

☐ Have I scheduled the first block for next week?

The useful thing I produced; where it is saved

One uncertainty or limitation I should keep in view

My next action, date and evidence I will review

Reuse pages 11-12 whenever you need a fresh worksheet. Keep your completed copies private. For download or file issues, contact support@readrr.ai with the workbook name.

Reading, use and context

The exercises, examples and templates in this workbook are original Readrr.ai editorial material.

This is a practical companion, not a reproduction of the books listed below. The reading suggestions offer broader context; they do not endorse this product or establish that these particular exercises produce a guaranteed result.

Optional further reading

James Clear, Atomic Habits - further reading on cues and environment.

Cal Newport, Deep Work - further reading on focused work.

David Allen, Getting Things Done - further reading on next actions.

Use the right tool for the decision

This is a practical planning experiment. It does not diagnose or treat attention or mental health conditions.

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