

10-Minute Daily Focus Checklist

A calm plan to organize your day and protect your focus (without feeling overwhelmed).

How to use this

Do this once a day. It takes 10 minutes. Keep it simple. Small wins add up.

- Minute 1: Pick your one win**
What is the one thing that would make today feel successful?
- Minutes 2-3: Choose the next tiny step**
Write the next step only. Make it small enough that you can start right away.
- Minutes 4-5: Clear the noise**
Close extra tabs. Quit apps you do not need. Put your phone on silent.
- Minutes 6-9: Do 4 minutes of real work**
Set a 4-minute timer. Start the task. No switching.
- Minute 10: Lock in tomorrow**
Write tomorrow's next step. That is it.

Optional rule: If you miss a day, do not quit. Restart the next day.

Fill this in (optional)

Today's date:

Today's one win:

Next tiny step:

4-minute task you will start:

Tomorrow's next step:

Notes

Quick reminder

Momentum beats motivation. One small action today is better than a perfect plan tomorrow.

Tip: Print this page and keep it near your desk.