

FOCUS Session Sheet

Set your timer for 90minutes. Before starting, record what project is in focus. When the bell rings, write down where you are in your thought process if you didn't complete your task. Then, write down the task to be completed during the next session.

Task for Focus Session

Train of thought at Bell

Task for Next Session

BONUS Online Focus

Use this section to stay focused on online goals and how long you want to spend on them. Write down any links you want to revisit when your work is finished. Use your timer to stay on track.

Online Focus Time and Goal:

Sites To Revisit: