

Master Your Focus Action Guide

Thanks again for purchasing my book. I want you to succeed and to get as much as you can from it. Please make sure you use this action guide alongside the book. In the end, your commitment is what will determine how much you get out of this book. I encourage you to print out this workbook to make it easier to refer to it as you are reading the book. Also, writing down your answers using a pen is more powerful than just typing on your computer.

Let's get started!

PART I. What focus is and why it matters

The different type of focuses

Rate your short-term, transitional and long-term focus on a scale of 1 to 10

Short-term focus (concentration)

1

10

Transitional focus (planning/routine)

1

10

Long-term focus (vision)

1

10

Focus and productivity

How often do you find yourself in each of the productivity level below (1 being never, 10 very often)

Procrastinating

1

10

Working on the wrong things

1

10

Working on things that don't improve your life

1

10

Working on the right things

1

10

Working on the right things the right way

1

10

What one simple action could you take today to spend more time working on the right things?

PART II. Knowing what you want

15 questions to develop clarity

Answer the questions below as honestly as possible.

1. Electing desire

1) What do you really, really want?

2) If you were to wake up tomorrow, completely alone without any family member, friend or colleague to influence your decisions, what would you do differently?

3) If you were to be honest with yourself, what would you start doing now? What would you stop doing?

4) If you were guaranteed to succeed in everything you do, where would you want to be in three years from now?

5) If you could spend your day exactly the way you wanted to, what would you be doing from morning to night? What would your ideal day consist of?

6) If you could focus only on doing one thing for the rest of your life, what would it be?

7) If you understood and truly believed you could achieve absolutely anything you want by sticking to it for long enough, what would you pursue in the next three to five years?

2. Finding your strengths and unique abilities

8) When are you the happiest at work and what are you doing?

9) What do you find so easy to do you genuinely wonder why others struggle to do the same thing?

10) What do people around you say you're great at?

Feel free to email your family, friends or colleagues using the template below.

Hi _____,

I hope you're doing well.

I'm trying to identify my strengths so I can leverage them to design a more fulfilling career and life. I really need outside perspectives on what you consider I am really good at.

I'd appreciate if you could provide me with honest feedback and give me a list of the strengths you think I have.

Please don't be afraid to tell me anything that comes to mind.

Thanks so much for your support.

Warm regards,

To learn how to find your strengths I encourage you to check out my free book "Find What You Love: 5 Tips to Find Your Passion Quickly and Easily" .

3. Uncovering your passion

11) What did you enjoy doing when you were a kid?

12) Who do you envy and why?

13) If you had all the time and money in the world, what would you do?

14) If you had complete confidence and were already your absolute best self, what would you be doing with your life?

15) How do you want to express yourself to the world? Do you want to entertain, educate, inspire, heal, teach, or create? What emotions do you want people to feel when in your presence?

4. Clarifying your values

Write down your list of top ten values using the list below:

<https://jamesclear.com/core-values>

Remember that your values should be specific and non-negotiable.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Creating a compelling vision

Write down where you want to be in ten years in all areas of your life. Your vision doesn't have to be perfect. Just make sure you spend some time thinking about it and answering the questions below in writing.

What does your ideal career look like?

What kind of relationship do you want to be in?

How do you want your health to be like?

What does your social life look like?

What emotional states do you want to experience every day?

Now, what do you need to focus on every day/week/year to make your vision a reality?

PART III. Planning effectively

Breaking down your vision

Break down your vision into yearly, 90-day, weekly and daily goals. Make sure your goals are SMART.

As a reminder, SMART stands for:

- **Specific:** What exactly do you want? What are you trying to achieve?
- **Measurable:** Can you assess the progress towards your goal easily? How will you know whether you've achieved it?
- **Achievable:** Is it achievable? Is the timeframe realistic? Can you put in the effort required despite other responsibilities?
- **Relevant:** Is it in line with your values? Is it exciting you?
- **Time-bound:** Do you have a clear deadline for your goals?

Yearly goals

What milestones do you need to reach this year to move closer to your vision?

Process goals:

Result goals :

90-day goals

To create a 90-day goal:

- Define the few key tasks you must accomplish by the end of the 90 day
- Write them down. You always want to work from a written plan.
- Review your 90-day goals daily.
- Put in place an accountability system.

So, what milestones do you need to reach in the next 90 days to achieve your yearly goals?

Process goals:

Result goals:

Weekly goals

What milestones do you need to reach this week to achieve your 90 days goal?

Process goals:

Result goals:

Daily goals

What can you do today to achieve your weekly goals?

Process goals:

Result goals:

PART IV. Developing a ruthless focus

1. Prioritizing

Answer the following questions:

1) If the time you had available was reduced by 95% what task(s) would you still perform?

2) If it were up to you, what activities or goals would you dump right away?

3) If you had to drop any activities or goals that aren't a resounding yes for you, which ones would you drop?

4) What are you spending time doing merely because you're fooling yourself?

5) What activities or projects can you put on hold for now?

6) If you could focus only on one thing in the coming twelve months and had to let go of everything else, albeit temporarily, which one would make the biggest impact in your life?

7) What activities are generating uncertain or unconvincing results while draining much of your energy?

8) Knowing what you know now, if you were to start all over again today, which current activities, projects or goals would you choose to drop?

2. Approaching a task the correct way

Refer to this page before starting a new task. Alternatively, you can also print it out and put it on your desk.

Step 1. Prioritizing my task

- If I could do only one thing today, what task would have the most impact?
- Is this task moving me closer to my main goal?
- Do I really need to do it right now?

Step 2. Assessing the validity of my task

- Do I *really* need to do this task?
- Is right now the best timing?
- Do I work on it because I need to or because it makes me feel good?

Step 3. Clarifying what needs to be done

- What exactly do I need to do here?
- What does the finished product look like?

Step 4. Determining whether I should be the one doing it

- Is this task really worth my time?
- Is there anyone who could do it better than me? If so, can I ask for help?
- What would happen if I simply remove/postpone this task?
- Do I enjoy working on this task?

Step 5. Finding out the most effective way to tackle that task

- What tool(s) can I use, people can I ask or method can I rely on to complete that task as fast as possible?
- What skill could I learn or improve to complete this task faster in the future?

Step 6. Batching the task with other similar tasks

- Can I batch that task with other similar tasks?

Step 7. Automating/systematizing your task

- Can I create templates I can reuse every time I work on that task or similar ones?
- Can I create checklists?

3. Making the right domino falls

Answer the following questions:

What is ONE key decision that if you are to take today would make it easier for you to achieve most of your goals?

What is ONE daily habit that if you are to adopt today would make it easier for you to achieve most of your goals?

30-day challenge

Commit to sticking to your new habit for 30 days in a row.

4. The power of less

A. Having fewer goals

Look at the 90-day goals you previously created. Now, what goal(s) could you postpone or eliminate?

What goal(s) do you want to focus more on?

B. Removing things from your life

Write down below a list of all activities you engage in during your typical week.

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-
-

What is ONE thing that, if I were to stop doing, would release the most pressure on my shoulders?

What would it take for you to stop doing that thing?

Saying “no”

Practice saying no more often. Remember the following:

- Start small
- Stop over-justifying yourself
- Practice say no using role-play
- Try the “say no challenge” by saying no to everything for two weeks.

D. Having fewer distractions

Identify distracting activities

Write down all activities that have a strong potential for distraction

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-
-
-
-
-
-

Undertake a digital detox

Undertake a 7-day digital detox by:

- Scheduling blocks of time for your distractions. To do so batch non-productive activities together. For instance, you can have two blocks of time per day during which you’ll check your social media, emails etc.
- Avoid checking your digital devices first thing in the morning and focus on your key activities instead (see 30-day challenge)

5. Scheduling everything

Are you easily distracted? Write down how you react in the following situations:

When you receive a phone call:

When someone asks you for help/a question:

Now, answer the questions below:

If you perceived your time as the most valuable resources in the world, how would you act differently in your daily life? What would you do concretely?

What are three things you can do to reclaim control over your day?

- 1.
- 2.
- 3.

Schedule interrupted block of times.

Starting this week, schedule at least one interrupted block of time to work on your most important task. Write what you will work on, for how long and when:

What I will work on:

How long I will work on it:

When exactly (day and time) will I schedule that block of time:

Make sure you add that block of time in your schedule as you would for an important appointment.

6. Focus on one big project at a time

Are you focusing on too many things at once? If you had to focus on only one major project at a time, what would that be and why?

What major project I would focus on:

Why:

To identify the right projects, ask yourself the question below:

- If I had to stick to only one project with no guarantee I could ever work on any other project on my list, which one would I pursue? And why?
- On a scale from 1 to 10, with 1 being not at all and 10 being extremely, how excited am I about each individual project?
- On a scale from 1 to 10, 1 being not at all and 10 being extremely, how confident I am in my ability to follow through and complete each project?
- When completed successfully, which project would make it easier to complete all your other projects?
- Which project will bring me the most joy?
- Which project aligns the closest with my values, personality and vision?

6. Managing your energy the right way

One of the keys to becoming productive is to eat well, sleep well and exercise regularly.

Rate yourself on a scale of 1 to 10 (1 being awful, 10 being amazing)

Eating habits

1 10

Sleeping habits

1 10

Exercising habits

1 10

Now, if you could select only one area to improve on, what would that be?
Nutrition, sleep or exercise?

What one thing could you do in particular to improve that area?

Taking break

Experiment with the techniques below. For instance, you can choose one technique and test it for a week :

1. Every 75 - 90 minutes with 15-minute breaks
2. Every 52 minutes with 10 to 15-minute breaks
3. Every 25 minutes with 5-minute breaks

PART V. Destroying the Shiny Object Syndrome

Are you a victim of the Shiny Object Syndrome? On a scale of 1 to 10 how true the statements below are for you (1 being false 10 being true)

1. I tend to believe in the magic pill

1 10

2. I often get high when I start something new

1 10

3. I'd rather give up than finding out I'm not good as I thought

1 10

4. I often give up what I start looking for better solutions out there

1 10

5. I often spread myself too thin in an attempt to hedge my bet

1 10

Write down one goal you fail to achieve in the past 12 months:

Did you fall for one of the five pitfalls above? If so, which one?

Overcoming the Shiny Object Syndrome

Do you often jump from one thing to the next?

Come up with one example of your personal life to illustrate each of the four scenarios below:

1. Jumping from one goal to another:

2. Jumping from one course to another (with the same goal):

3. Jumping from one tactic to another:

4. Jumping from one type of material to another:

Assessing the value of information

To find the right information, ask yourself the following questions:

- Is there anyone I know who has achieved that goal/has the right information or knows someone who has?
- Who can I pay to achieve the results I want or find the information I need?
- What course can I buy to save time and maximize the chances I obtain the information I need?
- What are one or two of the best books ever written in the topic I want to learn about? And who might know what these books are?

How to select the right course

To ensure you invest in the right course or product, ask yourself the following questions:

- Is this product what I need to achieve my current goal
- Is this product for me? Do you have the skills, mindset, motivation, time and personality required to make the most of this product?
- Is now the right timing? You might need to do other things first.
- Am I willing to commit until I achieve results

How to evaluate the value of a product

Using the table below, write down products, courses or services you bought in the past twelve months. Then, when relevant, write down the time saved, money made, mentally energy spread and emotional benefit received.

Product/service	Hours saved	Extra money made	Mental energy spared	Emotional benefits received

Before buying any product evaluate its value using the following criteria:

- Time: How much time can it allow you to save?
- Money: How much money can it allow you to generate or save?
- Energy: How much mental energy can it spare you (confusion, effort spent on gathering the right information etc.)
- Well-being: What emotional benefits can it bring you (peace of mind, confidence etc.)

Developing a mastery mindset

Write down five things that you may know very well intellectually but haven't really mastered. To do so, look at areas in your life where you haven't been able to achieve the results you want.

Your five things:

- 1.
- 2.
- 3.
- 4.
- 5.

The 7 Pillars of the mastery mindset

Are you a master or a dabbler? For each statement below rate yourself on a scale of 1 to 10 (1 being false 10 being true)

I'm a master of repetition

1

10

I master the fundamentals

1 10

I trust the process and keep going until I achieve results

1 10

I always think long-term

1 10

I'm consistent in everything I do

1 10

I'm extremely focused

1 10

7 steps to scheduling your learning

Whatever you're trying to learn, for maximum effectiveness, make sure you schedule your learning using the following steps:

1. Decide exactly what you need to learn
2. Find the most suitable course, book or program
3. Set a specific target
4. Choose how much time you'll spend studying (and be consistent)
5. Schedule blocks of time for your learning each week
6. Practice active learning by implementing what you learn
7. Make it a daily habit. Whenever possible, practice what you learn every day to fully integrate it.

PART VI. Overcoming procrastination once and for all

Below are the main reasons you likely procrastinate:

- Lack of clarity
- Fear
- Lack of motivation
- Lack of routine/discipline
- Lack of accountability

10 Steps to overcome procrastination

Choose one task you tend to procrastinate on.

Then, go through the 10 steps below.

1. **Understand what's hidden behind procrastination.** Uncover whether you procrastinate because of fear, lack of clarity or motivation, insufficient accountability or poor discipline.
2. **Identify your story.** Find out all the excuses you tell yourself
3. **Rewrite your story.** Put in place empowering affirmations instead of your current excuses.
4. **Identify all the ways you distract yourself.** Become aware of the stratagems you rely on to distract yourself and put off your tasks.
5. **Clarify your why.** Change the meaning you give to your tasks so that you feel more inspired and motivated.
6. **Start small.** Set tiny goals to avoid resistance.
7. **Create daily habits to support you.** Implement habits so that you work on your most important tasks first thing in the morning.
8. **Prepare your environment.** Reduce frictions in your environment and make it as easy as possible to take the desired action.
9. **Set small milestones and celebrate small wins.** Break down daunting tasks into smaller tasks that you can easily achieve. Then, celebrate your daily wins.
10. **Just get started.** Begin working on your tasks while giving yourself permission to give up at any time.

How to overcome perfectionism

To overcome perfectionism keep in the mind the following points:

1. You are exactly where you're supposed to be doing exactly what you're supposed to do
2. You can always get better
3. You're doing okay

Closing open loops

When you feel stuck, complete one of the two things below:

1. Write down all the things you need to do. Then schedule a block of time and complete as many as possible.
2. Identify the one task you've been putting off for too long and complete it.

17 strategies to boost your focus

A. Know what you want

Gaining clarity regarding what you want will allow you to set the right priorities, placing your focus where it needs to be.

- 1. Find your strengths.** Take time to identify what you're good at and enjoy doing.
- 2. Uncover your passion.** Discover what you're passionate about.
- 3. Identify your core values.** Create a list of your top core values and strive to live by them every day.
- 4. Create a long-term vision for your life.** Spend time to craft a compelling vision that you can break down into smaller tasks to complete each day and each week.

B. Plan effectively

Planning will help you move from one task to the next, while avoiding becoming overly distracted.

- 5. Plan your day.** Start your day by writing down the few key tasks you want to complete that day.
- 6. Write down your goals.** Write your goals in a notebook and leave it open on your desk so that you can see it. Read the list whenever you start feeling distracted.
- 7. Carve out uninterrupted blocks of time.** Schedule blocks of time to focus on your most important project(s), and make sure you are not interrupted.

C. Build momentum

Generate momentum by putting in place effective daily routines.

- 8. Make the correct domino fall.** Implement one daily habit that will make it easier for you to achieve your goals.
- 9. Implement a morning ritual.** Put in place a daily ritual. Make sure it helps you maximize your focus. For instance, this could be by starting with your major tasks or doing meditation.

D. Reduce distractions

Minimize distractions by using the “power of less.”

10. Focus only on a few key goals. Remove goals that aren't absolute priorities, so you can give your undivided attention to your major goals.

11. Complete a digital detox. Avoid checking your digital devices first thing in the morning. Instead, create a morning ritual that includes your most important tasks.

12. Batch distracting activities together. Create a daily routine that includes all your distracting activities such as visiting social media, answering emails or web surfing, to minimize your daily distractions.

13. Empty your inbox. Unsubscribe from all your newsletters except the few you're actually reading and enjoying. Do this regularly—at least monthly.

14. Optimize your environment. Get rid of everything that has the potential to distract you. Clean your desk, turn off your phone, close unnecessary windows on your computer, et cetera.

15. Say “No” more often. Learn to decline requests that aren't in line with your values and goals.

E. Manage your energy well

Make effective use of your energy to increase your focus and boost your productivity.

16. Master the fundamentals. Sleep well, eat well and exercise regularly. These are fundamental to boosting your energy and enhancing your focus.

17. Make the most of peak energy levels. Make sure you work on your key tasks when you have the most energy available. For many people, this is in the morning.

Implement these strategies and you'll see your focus improve over time. Remember, you can either be focused or distracted, but you can't be both at the same time.

THANK YOU SO MUCH!

I hope you will make success inevitable for you and achieve all your goals and dreams in the coming years.

Let me wish you all the best with your new endeavors. I'm very much looking forward to hearing from you.

If you have any questions send me an email at thibaut.meurisse@gmail.com

- Click [here](#) to connect with me on my Facebook page.
- Click [here](#) to follow me on YouTube.
- Click [here](#) to check out my author page.

Thanks a lot!

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Founder of Whatispersonadevelopment.org



Other books by the author:

Crush Your Limits: Break Free From Limitations and Achieve Your True Potential

Goal Setting: The Ultimate Guide to Achieving Goals That Truly Excite You

Habits That Stick: The Ultimate Guide to Building Powerful Habits That Stick Once And For All

Master Your Emotions: A Practical Guide to Overcome Negativity and Better Manage Your Feelings

Master Your Motivation: A Practice Guide to Unstick Yourself, Build Momentum and Sustain Long-Term Motivation

Productivity Beast: An Unconventional Guide to Getting Things Done

Success is Inevitable: 17 Laws to Unlock Your Hidden Potential, Skyrocket Your Confidence and Get What You Want From Life

The Greatness Manifesto: Overcome Fear and Go After What You Really Want

The One Goal: Master the Art of Goal Setting, Win Your Inner Battles, and Achieve Exceptional Results

The Passion Manifesto: Escape the Rat Race, Uncover Your Passion and Design a Career and Life You Love

The Ultimate Goal Setting Planner: Become an Unstoppable Goal Achiever in 90 Days or Less

The Thriving Introvert: Embrace the Gift of Introversion and Live the Life You Were Meant to Live

Upgrade Yourself: Simple Strategies to Transform Your Mindset, Improve Your Habits and Change Your Life

Wake Up Call: How to Take Control of Your Morning and Transform Your Life

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Thank you for your support!!
Thibaut

