

# **Powerful Focus Action Guide**

# **I. Gain Clarity**

## **Day 1 – 15 questions to identify what you want**

**Reflect on yourself and answer these questions. If you're unsure with your answers, that's okay. You can revisit and refine your answers later on.**

### **A. Eliciting your 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 totally 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?

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?

## **B. 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?

### **C. 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?

## Day 2—Gaining clarity regarding what you want

### Assess your goals

Write down what you really want. Then try to assess if these are love-based or fear-based goals. You can put “L” for the love-based ones, and “F” for the fear-based ones. Feel free to continue on a separate sheet of paper if needed.

Things I want	L/F

## **Day 3—Gaining clarity regarding what needs to be done**

### **Revise your strategy**

Select a major goal you're currently working on or want to focus on. Now, ask yourself, If I keep doing what I've been doing today or this week, will I achieve that goal? If not, what would need to change?

Now, time to come up with a specific strategy by answering the questions below. You can keep revising your strategy over time:

- 1. Who has achieved a similar goal in the past?**
- 2. Is there a book or course I could purchase to help me achieve that goal?**
- 3. What are the very few things I should focus on to reach that goal?**



## **Day 4—Gaining clarity regarding how it needs to be done**

### **Reduce your learning curve**

Two things you need to focus on to reduce the learning curve:

1. Find the right information
2. Get help from people who've already achieved your goals (or similar ones)

#### **1. Find the right information**

First, define your learning goals as clearly as possible. To help you do that, answer the questions below:

a. What exactly are you trying to learn or do?

b. Why exactly do you need to learn it or do it? why do you need to tackle this task? How does it fit the big picture? Is it the best way to move closer to your end goals? Sometimes, it isn't.

c. What do you want the final result to look like? Make sure you can articulate in great detail what you want the final result to be like.

## **2. Get help from people who've already achieved your goals**

If you know someone who has achieved your goals in the past, I encourage you to “interview” him or her. You can ask the following questions:

a. What was your learning strategy?

b. If you could choose only one thing, what do you think is the one activity that was the most effective for you?

c. What did you struggle the most with? How did you overcome it?

d. If you were to learn that skill all over again, what would you do differently?

e. If you were in my shoes, how would you go about learning it?

f. Is there anything else I should know?

The answers to these questions should help you significantly create an effective plan. Remember, to develop deep focus, you must know what to focus on. Asking people who have been there done that is an effective way to do so.

## **II. Eliminate distractions and obstacles**

### **Day 5—Simplifying**

#### **A. Practice ruthless elimination**

First, make a list of all the activities you're engaging in in a typical week.

Now, ask yourself the following question: knowing what I know now, would I still engage in this activity? You can also do the same for projects you're working on, products or services you're offering etc.

**Implement the blank slate technique.**

Imagine you could create your schedule from scratch while having the total freedom to eliminate any activities you like. What would your new minimalistic schedule look like?

## **Learning to say no**

Now, write down what you could say no to next time and how exactly you'll decline the request.

## **B. Minimize Distraction**

### **Internal distractions**

Write down 2-3 specific things you will do to reduce internal distractions

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### **External distractions**

Write down 2-3 specific things you will do to reduce external distractions

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## Day 6—Reducing useless input

**Determine exactly what you're trying to learn or accomplish.**

Write down your weekly activities. Then separate them in two categories: learning and doing.

Learning	Doing

Now, write down at least one thing you could be doing (or stop doing) in order to reduce input (i.e. what you learn) and increase output (i.e. what you produce) instead.

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## **Day 7 - Eliminating friction and energy waste**

Select a task you want to work on today or tomorrow. Then, write down what you can do to remove friction as much as possible.

Finally, create a simple routine to help you get started on that task.

Plan your day by writing down three tasks you'd like to complete today. Move from one task to the next deliberately and notice whenever your mind is trying to distract you.



# THANK YOU SO MUCH!

I hope you'll make a meaningful use of your time 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 :  
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- Click [here](#) to connect with me on my Facebook page.
- Click [here](#) to follow me on Instagram
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Thanks a lot!

Thibaut Meurisse  
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# BOOKS BY THE AUTHOR

## Mastery Series

[Master Your Emotions: A Practical Guide to Overcome Negativity and Better Manage Your Feelings](#)

[Master Your Motivation: A Practical Guide to Unstick Yourself, Build Momentum and Sustain Long-Term Motivation](#)

[Master Your Focus: A Practical Guide to Stop Chasing the Next Things, See Projects Through, and Achieve Tangible Results](#)

[Master Your Destiny: A Practical Guide to Rewrite Your Story and Become the Person You Want to Be](#)

[Master Your Thinking: A Practical Guide to Align Yourself with Reality and Achieve Tangible Results in the Real World](#)

[Master Your Success: Timeless Principles to Develop Inner Confidence and Create Authentic Success](#)

[Master Your Beliefs: A Practical Guide to Stop Doubting Yourself and Build Unshakeable Confidence](#)

## 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](#)

[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](#)

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