14-day focus tracker

14-day focus tracker turns a broad intention into a sequence of actions you can record on paper. The 14 steps begin with observation, move into a small practical experiment, test an everyday constraint and finish with a review. Use the notes to choose your next action from evidence rather than a perfect streak. This two-week program builds a sequence, then tests it under different everyday constraints.

My goal:

Day 1 ◯	Day 2 ◯	Day 3 ◯	Day 4 ◯	Day 5 ◯
Day 6 ◯	Day 7 ◯	Day 8 ◯	Day 9 ◯	Day 10 ◯
Day 11 ◯	Day 12 ◯	Day 13 ◯	Day 14 ◯	

Mark completed days; after a missed day, continue with the current task.



Template page

Daily tasks and notes

▫ Day 1

Choose a specific outcome for your first work block. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to choose a specific outcome for your first work block, and which condition helped?

▫ Day 2

Remove one distracting object from the work surface. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to remove one distracting object from the work surface, and which condition helped?

▫ Day 3

Mute alerts for a short planned interval. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to mute alerts for a short planned interval, and which condition helped?

▫ Day 4

Open the required file and data before starting. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to open the required file and data before starting, and which condition helped?

▫ Day 5

Put side ideas into a separate parking list. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to put side ideas into a separate parking list, and which condition helped?

▫ Day 6

Split a large outcome into two checkable stages. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to split a large outcome into two checkable stages, and which condition helped?

Daily tasks and notes

▫ Day 7

Compare two work locations on a similar task. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to compare two work locations on a similar task, and which condition helped?

▫ Day 8

Agree a quiet work window with a colleague. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to agree a quiet work window with a colleague, and which condition helped?

▫ Day 9

Test a work block after a short break. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to test a work block after a short break, and which condition helped?

▫ Day 10

Prepare a fallback task when information is unavailable. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to prepare a fallback task when information is unavailable, and which condition helped?

▫ Day 11

Try your smallest work block on a crowded day. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to try your smallest work block on a crowded day, and which condition helped?

▫ Day 12

Remove one unnecessary inbox check from the schedule. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to remove one unnecessary inbox check from the schedule, and which condition helped?

Daily tasks and notes

▫ Day 13

Compare the finished block with its original criterion. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to compare the finished block with its original criterion, and which condition helped?

▫ Day 14

Write a practical work agreement for the next week. Choose an amount that fits today’s actual schedule. After trying the action, mark the day and save one useful observation.

What happened when you tried to write a practical work agreement for the next week, and which condition helped?

Reflection and next step

How to use

1. Choose one personal goal for focus before you print. Describe an action you want to notice in everyday life, rather than an ambitious outcome you cannot check directly.
2. Keep the overview and task pages together somewhere you will see them. Read the next task in advance and reserve a realistic time slot, including a smaller backup slot for a busy day.
3. Mark the day after you try its action. Answer the note question in one concrete sentence: what you did, what happened, or which obstacle deserves another experiment.
4. After a missed day, keep your completed marks. Resume at the next unfinished task and change one practical condition that got in your way, such as timing, materials or the size of the action.

Which actions helped? What will I simplify next time? Which small step will I take tomorrow?

Keep practising

If you want more structured practice after focus, explore the available Sprintcourse mini-courses and choose a relevant direction. There is no dedicated course for this particular program yet. You can complete the tracker on its own without an account or subscription.

https://sprintcourse.com/en/templates/challenge-trackers/14-day-focus/