7-day focus tracker

7-day focus tracker turns a broad intention into a sequence of actions you can record on paper. The 7 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 one-week program is an observation sprint: find a workable first action.

My goal:

Day 1 ◯	Day 2 ◯	Day 3 ◯	Day 4 ◯	Day 5 ◯
Day 6 ◯	Day 7 ◯			

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



Template page

Daily tasks and notes

▫ Day 1

Define one task and a visible finish line. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to define one task and a visible finish line, and which condition helped?

▫ Day 2

Count task switches during a short work period. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to count task switches during a short work period, and which condition helped?

▫ Day 3

Identify one source of interruptions at your desk. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to identify one source of interruptions at your desk, and which condition helped?

▫ Day 4

Prepare the necessary tabs before beginning. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to prepare the necessary tabs before beginning, and which condition helped?

▫ Day 5

Try ten minutes on a single visible result. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to try ten minutes on a single visible result, and which condition helped?

▫ Day 6

Choose a place to park distracting thoughts. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to choose a place to park distracting thoughts, and which condition helped?

Daily tasks and notes

▫ Day 7

Keep the condition that helped you stay with the task. Make a short record of the specific observation so your next experiment has a useful point of comparison.

What happened when you tried to keep the condition that helped you stay with the task, 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/7-day-focus/