

Daily Focus Survival Tracker

1. Energy Level Assessment

Rate your energy from 1 (very low) to 10 (very high) each morning:

Energy Level:	■■■■■■■■■■
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2. Task Categories (Match to Energy Level)

Low Energy Tasks	Medium Energy Tasks	High Energy Tasks
<ul style="list-style-type: none">✓ Reply to one email✓ Clear desk surface✓ Plan tomorrow's priorities	<ul style="list-style-type: none">✓ Use Pomodoro (25/5)✓ Sort tasks with Eisenhower Matrix✓ Review calendar	<ul style="list-style-type: none">✓ Deep work sessions✓ Creative projects✓ Strategic planning

3. 5-Minute Reset Ritual Checklist

- Movement Reset (walk/stretch/jumping jacks)
- Hydration Ritual (drink water mindfully)
- Posture Reset (roll shoulders, elongate spine)
- Brain Dump (write everything on paper)
- Screen-Free Pause (look away, deep breathing)

4. Daily Wins Tracker

Win #1	Win #2	Win #3
_____	_____	_____

5. Weekly Reflection Prompts

- What drained my energy the most this week?
- What rituals worked best to reset my focus?
- Which small wins made me feel most accomplished?
- What will I adjust for next week?

6. Small Wins Checklist

- Sent an important email
- Tidied my desk
- Planned tomorrow
- Completed 1 Pomodoro session
- Did a reset ritual
- Took a mindful break

7. Brain Dump Template

Notes / Thoughts / Tasks