

# Daily Focus Survival Tracker

## 1. Energy Level Assessment

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

Energy Level:	<span style="display: inline-block; width: 150px; height: 15px; background-color: black; vertical-align: middle;"></span>
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## 2. Task Categories (Match to Energy Level)

Low Energy Tasks	Medium Energy Tasks	High Energy Tasks
<input checked="" type="checkbox"/> Reply to one email <input checked="" type="checkbox"/> Clear desk surface <input checked="" type="checkbox"/> Plan tomorrow's priorities	<input checked="" type="checkbox"/> Use Pomodoro (25/5) <input checked="" type="checkbox"/> Sort tasks with Eisenhower Matrix <input checked="" type="checkbox"/> Review calendar	<input checked="" type="checkbox"/> Deep work sessions <input checked="" type="checkbox"/> Creative projects <input checked="" type="checkbox"/> 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