

5-MINUTE RITUAL

Deep Focus Starter Checklist



A simple pre-session ritual checklist to prepare your environment, calm your mind, set one clear target, and begin every focus block with less friction.

USE THIS BEFORE EVERY FOCUS BLOCK

- Print one copy or keep it open beside your workspace.
- Complete the checklist in 3-5 minutes before starting.
- When the timer begins, your only job is to protect the next block.

1

Lower friction

Remove noise, tabs, phone triggers, and small decisions before the work starts.

2

Choose one target

Define the next visible outcome so your brain knows exactly what to do first.

Tiny rule: Do not wait to feel focused. Prepare the conditions, then start.

The 5-Minute Deep Focus Checklist

Complete quickly. Remove distractions, choose one target, and begin with a calm mind.

Today _____	Focus block _____
Start time _____	End time _____

1. ENVIRONMENT

- Desk is clear**
Only tools needed for this block.
- Phone is away**
Out of sight or on airplane mode.
- Notifications are off**
Computer, browser, chat, email.
- Water is nearby**
No need to stand up early.

2. BODY RESET

- Sit tall**
Feet stable, shoulders relaxed.
- Breathe for 30 seconds**
Slow exhale. Calm the nervous system.
- Quick stretch**
Neck, wrists, back, or hips.
- Choose your timer**
25, 50, or 90 minutes.

3. MINDSET

- Name the main distraction**
Example: phone, tabs, chat, worry.
- Write it down**
Parking lot: I will handle it later.
- Pick a starting sentence**
Example: "For the next block, I only..."

4. ONE CLEAR TARGET

By the end of this block, I will have:

First tiny action: _____

Start now: set timer, open only the work tab, and begin.

No extra planning. No perfect conditions. Protect the next block.

Focus Block Planner

Use this page when the task is important, complex, or easy to avoid. It turns a vague intention into a visible finish line.

THE TASK

What exactly am I working on?

25 min

Good for starting, writing, reading, admin, or when motivation is low.

50 min

Good for development, design, study, editing, and deeper execution.

90 min

Good for major creative work, hard problem solving, or deep strategy.

DISTRACTION PARKING LOT

When a thought appears, park it here. Do not solve it during the block.

AFTER THE BLOCK - 2-MINUTE REVIEW

What did I finish?

What blocked me?

Next action:

7-Day Focus Starter Tracker

The first win is not a perfect day. The first win is starting the focus block with intention. Track the ritual, not only the output.

Day	Focus target	Ritual done?	Block done?	One lesson
Day 1		<input type="checkbox"/>	<input type="checkbox"/>	
Day 2		<input type="checkbox"/>	<input type="checkbox"/>	
Day 3		<input type="checkbox"/>	<input type="checkbox"/>	
Day 4		<input type="checkbox"/>	<input type="checkbox"/>	
Day 5		<input type="checkbox"/>	<input type="checkbox"/>	
Day 6		<input type="checkbox"/>	<input type="checkbox"/>	
Day 7		<input type="checkbox"/>	<input type="checkbox"/>	

THREE RULES FOR CONSISTENCY

- 1 Make it visible** Keep the checklist where your eyes land before work.
- 2 Start small** A weak 25-minute block still beats a perfect plan that never begins.
- 3 Recover quickly** If you miss a block, restart with the next one. Do not negotiate with guilt.