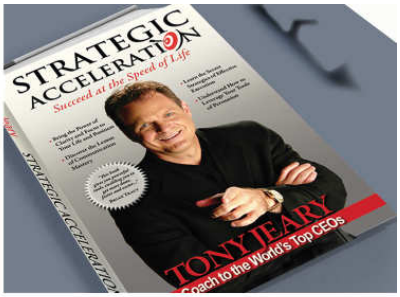
STRATEGIC ACCELERATION

Succeed at the Speed of Life



Exercise 10: **Evaluate Your Current Focus Skills**

Determining your need for focus initially involves understanding what focus is and how it can be jeopardized. It also involves understanding how well—or how poorly—you currently focus.

Two-Week Focus Journal

Write down your priorities for each day and the specific things you intend to *finish* each day. Then, keep an activity log of all that happens to you during the day. Be particularly mindful to log each distraction you experience and the amount of time you invested the distraction. If you keep this log faithfully for two weeks, you will have a clear picture of what is going on in your life each day concerning focus.

The next page shows a sample template to use in your own journal. Then an example is provided after the template to help you as you plan and examine your own day.

© 2009 Tony Jeary High Performance Resources All Rights Reserved.

Two-Week Focus Journal

Date:	
Today's Priorities:	1. 2. 3. 4. 5.
Today's Tasks:	1. 2. 3. 4. 5.

Activity/Distraction Log:	**Description**	**Time Spent**
Time:		

© 2009 Tony Jeary High Performance Resources All Rights Reserved.

Two-Week Focus Journal: Example

Date:		***July 17, 2008***	
Today's Priorities:		1. *Begin to improve website* 2. *Get more business* 3. *Understand current financial situation*	
Today's Tasks:		1. *Work with web designer on templates* 2. *Develop updated web copy* 3. *Follow up with leads from last week* 4. *Cold call at least 5 new prospects* 5. *Review ledger with bookkeeper*	
Activity/Distraction Log:		**Description**	**Time Spent**
Time:	*8:00 am*	*Phone call with web designer*	*.75*
	9:00 am	*Began drafting landing page copy*	*.25*
	9:30 am	*Voice mail to 2 leads*	*.25*
	10:00 am	*Return phone call from lead*	*.50*
	10:30 am	*Voice mail to 2 new prospects*	*.25*
	10:45 am	*Unscheduled phone call from supplier*	*.50*
	1:00 pm	*Unscheduled visit from Mark in HR*	*.25*
	1:30 pm	*Phone call from prospect*	*.50*
	2:30 pm	*Unscheduled phone call from VP*	*1*
	3:30 pm	*Unscheduled visit from Nan*	*.25*
	3:45 pm	*Meeting with bookkeeper*	*2*
	6:00 pm	*Drove home; encountered traffic*	*1.5*
	8:00 pm	*Continued on website copy*	*.50*

© 2009 Tony Jeary High Performance Resources www.strategicacceleration.com All Rights Reserved.