

Workplace focus plan

A practical plan for building focus blocks, breaks, and reset cues at work.

Focus block plan

Focus block | Task | Time | Recovery

- 1 | Most important task | 25–35 min | 5 min reset
- 2 | Second priority | 25–35 min | 5 min reset
- 3 | Admin / email | 15–20 min | 2 min reset

Reset cues

- %i 4 7 8 breathing
- %i Stand + stretch
- %i Water break
- %i Visual timer