

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

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