

Hyperfocus

by Chris Bailey

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

☐ ⁰¹ **Write the focus target**

Before starting work, write the exact visible outcome for the session.

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☐ ⁰² **Clear one input channel**

Close or silence the one tool most likely to pull attention away.

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☐ ⁰³ **Use a 35-minute depth block**

Work with one task visible and stop before attention degrades badly.

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☐ ⁰⁴ **Schedule scatterfocus**

Take a walk or shower without audio after a hard thinking block.

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☐ ⁰⁵ **Leave a restart note**

End work by writing the next sentence, file, or decision to open with.

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☐ ⁰⁶ **Batch shallow checks**

Move email, chat, and admin into two defined windows.

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☐ ⁰⁷ **Notice the first escape urge**

When you want to switch tasks, name the discomfort before acting.

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☐ ⁰⁸ **Protect your best hour**

Reserve your sharpest daily hour for the work that actually changes outcomes.

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