

THE FOCUS WINDOW SYSTEM

Build a day around your time, tasks, and priorities

CALENDAR



We all get 24 hours in a day. Block fixed commitments, travel, and basic needs first (like sleep). The open spaces show where your choices live.

FOCUS WINDOWS

Examples windows include: *Client Work, Admin, Communications, Personal Time, Writing Time, Errands, Family, Chores, or Home*

Your calendar holds the time. Your task manager holds the work. Use matching labels in your task manager (I use Todoist). When a window begins, open that list and choose the priority.

10:00	Morning Admin ⌚ 09:15 – 10:00	↔	Morning Admin ⌚ 09:15 – 10:00	↔	Morning Admin ⌚ 09:15 – 10:00	↔	Morning Admin ⌚ 09:15 – 10:00	↔	Morning Admin ⌚ 09:15 – 10:00	↔
11:00	Client Work 📍 601 Sable Street ⌚ 10:00 – 12:30	↔	Client Work 📍 601 Sable Street ⌚ 10:00 – 12:30	↔	Client Work 📍 601 Sable Street ⌚ 10:00 – 12:30	↔	Client Work ⌚ 10:00 – 11:00 Grocery Shopping + Errands 📍 Hazeldean Square ⌚ 11:00 – 12:30	↔	Client Work 📍 601 Sable Street ⌚ 10:00 – 12:30	↔
12:00										
13:00	Lunch Break	↔	Lunch Break	↔	Lunch Break	↔	Lunch Break	↔	Lunch Break	↔



DAILY FORMULA

Protect what matters. Arrange your focus windows around fixed blocks. Match demanding work to your typical energy, like prioritizing creative work in the morning and lower-cognition admin in the afternoon. And remember to leave breathing room for life happening.

BUILD YOUR FOCUS WINDOWS

TURN THE REPEATING PATTERNS IN YOUR TASK LIST INTO USEFUL CATEGORIES

TASK LIST



GROUP BY ATTENTION

SIMILAR MINDSET | ENERGY | TOOLS



FOCUS WINDOWS

LOOK FOR PATTERNS.

Review a typical week or your current task list. Which kinds of work repeatedly require the same type of attention?

LAUREN'S FOCUS WINDOWS

- | | |
|------------------|------------|
| 1 CLIENTS | 5 WRITING |
| 2 ADMIN | 6 PERSONAL |
| 3 COMMUNICATIONS | 7 PLANNING |
| 4 AUDIO / VISUAL | 8 CHORES |

CREATE YOUR WINDOW LIBRARY

Keep the categories broad enough to reuse every day.

1	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
3	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
5	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
7	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____

2	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
4	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
6	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____
8	WINDOW NAME	_____
TASKS OR TYPES OF WORK _____		
BEST TIME / ENERGY _____		TYPICAL LENGTH _____

MAKE IT PRACTICAL: Add these windows as labels or tags in the task manager you already use.

Need more guidance?



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podcast



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