

Deep Work Tracker

Deep work is the ability to focus without distraction on cognitively demanding tasks. This tracker helps you measure, manage, and improve your capacity for sustained concentration - the foundation of high-quality output and creative performance.

1. Purpose of This Tool

- ☐ Track the amount and quality of time spent in deep, focused work.
- ☐ Identify patterns and distractions that affect concentration.
- ☐ Improve planning of high-focus periods.
- ☐ Strengthen attention and reduce shallow task switching.
- ☐ Build a measurable habit of focused, meaningful work.

Tip: Deep work produces more progress in two hours than shallow work achieves in an entire day.

2. What Counts as Deep Work

Type	Description	Example
Strategic Thinking	Long-term planning, vision development	Writing a strategy proposal
Creative Work	Original or analytical creation	Designing, writing, coding, research
Learning & Development	Focused skill-building or study	Completing a professional course
Problem Solving	Complex issue resolution	Analysing data or fixing system issues

- ☐ Shallow work includes email, meetings, admin, and multitasking.
- ☐ Deep work requires uninterrupted focus for at least 30 minutes.

Tip: Protect deep work sessions like meetings with yourself - they are just as important.

3. Daily Deep Work Log

Date	Start Time	End Time	Duration	Task / Project	Focus Level (1-5)	Distractions Encountered	Notes / Outcome
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- ☐ Record deep work sessions daily for accurate tracking.
- ☐ Note focus level and distractions to identify improvement areas.

Tip: Even short sessions are valuable - consistency builds endurance.

4. Weekly Summary Table

Week Commencing	Total Deep Work Hours	Average Session Length	Best Session (Date/Task)	Top Distraction	Improvement Action
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- ☐ Aim for steady weekly growth in deep work hours.
- ☐ Use improvement actions to fine-tune your focus systems.

Tip: Review every Friday - progress depends on reflection, not just tracking.

5. Deep Work Environment Audit

Factor	Ideal Condition	Current Status	Action to Improve
Workspace setup	Quiet, uncluttered, ergonomically sound		
Digital environment	No notifications or distractions		
Time of day	Aligned with natural focus peaks		
Interruptions	Minimal or scheduled around deep work		
Preparation	Clear plan and purpose before starting		

- ☐ Audit regularly to ensure your environment supports focus.

Tip: Small environmental tweaks often lead to big productivity gains.

6. Deep Work Goal Setting

Goal Target Hours per Week Time Block Progress Reward

- ☐ Set realistic targets and track improvement over time.
- ☐ Reward consistency, not perfection.

Tip: Deep work is a discipline - build it like a muscle.

7. Focus Interruption Log

Date Time	Distraction / Interruption	Cause	Recovery Time (mins)	Prevention Strategy
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- ☐ Track interruptions to understand your biggest focus leaks.
- ☐ Implement prevention strategies weekly.

Tip: Most interruptions are self-inflicted - checking notifications or multitasking.

8. Energy and Focus Reflection

Time of Day Focus Rating (1–5) Notes

Morning

Midday

Afternoon

Evening

- ☐ Match deep work sessions with high-energy times.
- ☐ Avoid low-focus periods for intensive tasks.

Tip: Knowing your biological rhythm is key to maximising focus quality.

9. Reflection Questions

- ☐ How many hours of deep work did I achieve this week?
- ☐ What consistently distracted me?
- ☐ Which sessions delivered the best results?
- ☐ How did deep work affect my sense of progress or satisfaction?
- ☐ What one adjustment will improve next week's performance?

Tip: Reflect weekly to refine focus strategies and sustain improvement.

10. Deep Work Growth Tracker

Month	Target Hours	Actual Hours	% Achieved	Notes / Learnings
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January

February

March

- ☐ Track progress over time to see long-term focus improvement.
- ☐ Celebrate milestones and refine systems as needed.

Tip: The aim is not perfection - it's continuous progress and mastery of attention.

How to Use This Tracker

Use this tool daily to log deep work sessions and weekly to review results. Combine it with your Time-Blocking Planner and Distraction Log Sheet for full control of focus and energy. Over time, the Deep Work Tracker becomes a performance mirror - showing you where your best work happens and how to do more of it.

Notes