



THE FOCUS AUDIT TOOLKIT

Your Complete Guide to Reclaiming
Cognitive Control at Work

Brought to you by:

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PART 1: ASSESS YOUR CURRENT STATE

Quick Focus Health Check

Rate each statement from 1 (never) to 5 (always):

Digital Distraction Assessment:

- I check my phone/email while in meetings ___/5
- I have multiple browser tabs open simultaneously ___/5
- I respond to messages immediately, even during focused work ___/5
- I feel anxious when I can't check notifications ___/5




Mental Energy Assessment:

- I feel mentally drained by mid-afternoon ___/5
- Simple decisions feel overwhelming later in the day ___/5
- I struggle to remember what was discussed in recent meetings ___/5
- I feel like I'm always "catching up" rather than getting ahead ___/5



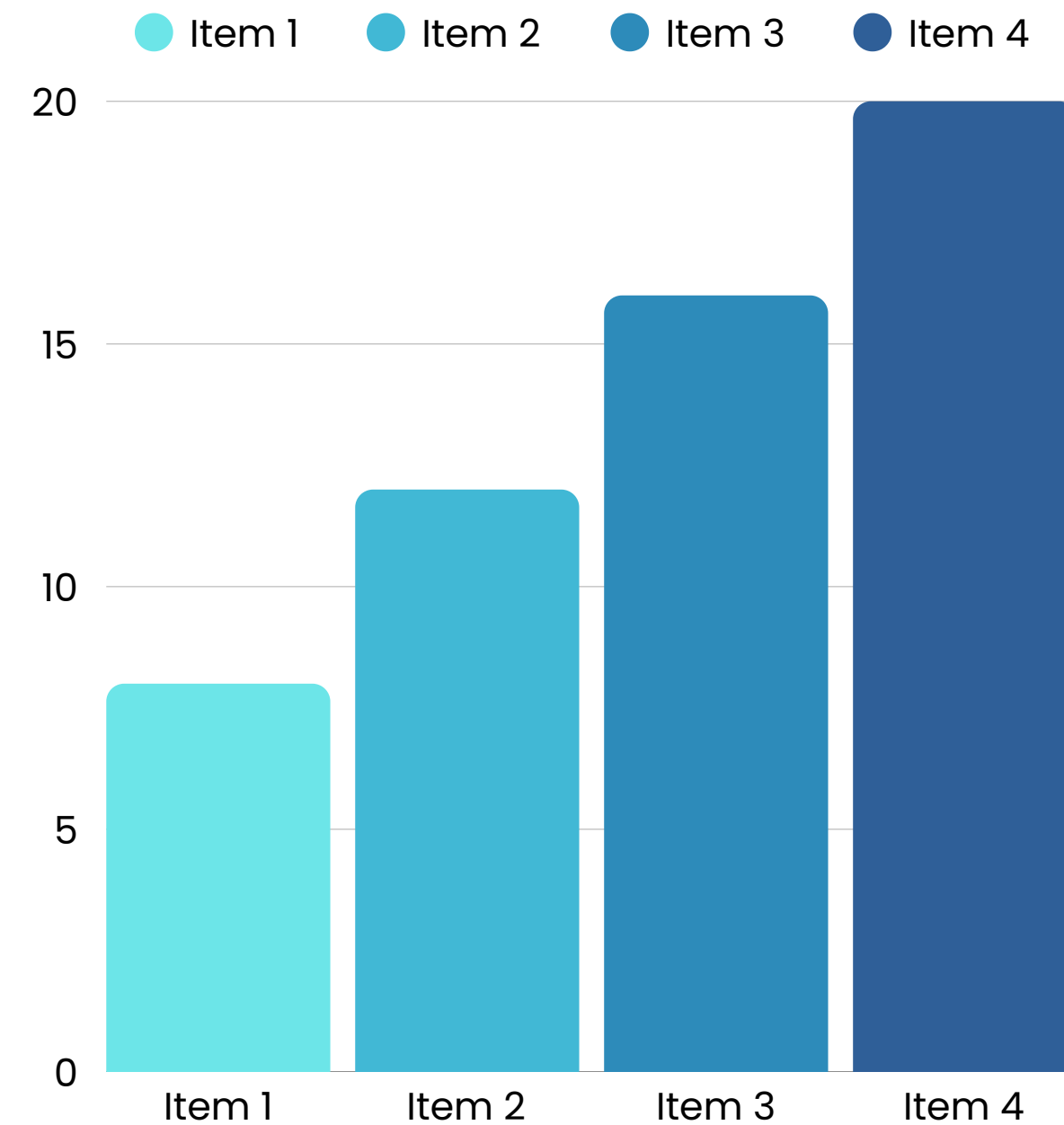
Presence & Relationships Assessment:

- Colleagues repeat information because I missed it the first time ___/5
 - I feel disconnected from my team despite constant communication ___/5
 - Meetings feel unproductive and drag on longer than necessary ___/5
 - I struggle to have deep, meaningful work conversations ___/5
 - Your Total Score: ___/60
- 



Score Interpretation

- 12–24: You have good focus habits with room for fine-tuning
- 25–36: Moderate cognitive overload – time to implement changes
- 37–48: High cognitive load – prioritize immediate intervention
- 49–60: Severe multitasking overload – urgent focus recovery needed





Part 2: Track your patterns

7-Day Focus Tracking Log

Use this to identify your peak focus times and biggest distraction triggers

Day	Time Block	Main Task	# of Interruptions	Energy Level (1-10)	Quality of Work (1-10)
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Mon

9-10am

11-12pm

2-3pm

4-5pm

Tue

9-10am

11-12pm

2-3pm

4-5pm

Common Distraction Triggers

Check all that apply to you:

- Email notifications
- Slack/Teams messages
- Phone calls
- Colleague interruptions
- Social media urges
- Background noise
- Open browser tabs
- Cluttered workspace
- Hunger/thirst
- Uncomfortable temperature



PART 3: YOUR PERSONALIZED ACTION PLAN

The 4-Week Focus Recovery Protocol
WEEK 1: Foundation Building

- Install website blocker during focused work (try Cold Turkey or Freedom)
- Turn off non-essential notifications
- Designate one "phone-free" hour each day
- Practice the "One Tab Rule" – close unnecessary browser tabs



PART 3: YOUR PERSONALIZED ACTION PLAN

WEEK 2: Time Blocking

- Block 90-minute chunks for deep work
- Schedule 25-minute "meeting-only" zones
- Add 10-minute buffers between high-cognitive tasks
- Batch similar tasks together (emails, calls, admin)



PART 3: YOUR PERSONALIZED ACTION PLAN

WEEK 3: Presence Practice

- Implement "device down" rule in meetings
- Practice active listening – summarize what others say before responding
- Take 3 deep breaths before switching tasks
- Use the "STOP" technique when feeling overwhelmed:
 - Stop what you're doing
 - Take a breath
 - Observe your mental state
 - Proceed with intention



PART 3: YOUR PERSONALIZED ACTION PLAN

WEEK 4: Advanced Optimization

- Identify your peak focus hours and protect them fiercely
- Create environment cues for deep work (specific playlist, lighting, etc.)
- Establish "communication windows" – specific times for checking messages
- Practice saying "Let me get back to you on that" to protect focus time



Part 4: DAILY FOCUS PRACTICES

Morning Focus Primer (5 minutes)

1. Brain Dump: Write down 3 things on your mind
2. Priority Pick: Choose your ONE most important task
3. Environment Setup: Clear desk, close unnecessary apps, silence phone
4. Intention Setting: "For the next [X] minutes, I will focus solely on [task]"



Pre-meeting Reset

Pre-Meeting Reset (2 minutes)

- Close all irrelevant browser tabs and applications
- Put phone on silent and place it out of reach
- Review meeting agenda and your specific role
- Set clear intention: "I will be fully present and contribute meaningfully"





End of Day Review (3 minutes)

1. Focus Wins: What went well with my attention today?
2. Distraction Patterns: When did I get pulled off track?
3. Tomorrow's Priority: What's the ONE thing I need to focus on tomorrow?
4. Environment Prep: How can I set up my workspace for better focus tomorrow?

PART 5: EMERGENCY FOCUS RESET

When You're in Cognitive Overload (Use This Immediately):

- The 5-4-3-2-1 Grounding Technique:
 - 1.Name 5 things you can see
 - 2.Name 4 things you can touch
 - 3.Name 3 things you can hear
 - 4.Name 2 things you can smell
 - 5.Name 1 thing you can taste



PART 5: EMERGENCY FOCUS RESET

- Then Apply the "Three Only" Rule:
 1. Choose only 3 tasks for the rest of the day
 2. Close all but 3 browser tabs
 3. Allow yourself only 3 communication check-ins
- Box Breathing for Instant Calm:
 - Inhale for 4 counts
 - Hold for 4 counts
 - Exhale for 4 counts
 - Hold empty for 4 counts
 - Repeat 4 times



PROGRESS TRACKING

Weekly Focus Wins

- Celebrate small victories to build momentum
- Week 1 Accomplishments:
- Most focused work session:

- Biggest distraction overcome:

- Energy level improvement (1-10): ___/10


Repeat for weeks 2 - 4



TROUBLESHOOTING COMMON CHALLENGES

- "I keep getting urgent interruptions" → Try the "Urgent vs. Important" filter: Ask "Will this matter in a week?" before switching tasks.
- "My workplace culture expects instant responses" → Set expectations: "I check messages at 10am, 2pm, and 5pm for faster response times."
- "I feel guilty not multitasking" → Reframe: "I'm being more respectful to colleagues by giving them my full attention."
- "I can't find long blocks of uninterrupted time" → Start with 25-minute Pomodoro sessions and gradually extend them.





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