Visual Timer Challenge Sheet

Date: _____

Make time visible every day. Use this tracker to build a habit of setting timers for focus, chores and breaks.

Date	Task	Timer set? (Y/N)	Stopped when it rang? (Y/N)	How I felt

Ideas for when to use Timers:I

- Focus sessions (20-30 mins)
- House chores (laundry, dishes, tidying)
- Study blocks
- Gaming time limits
- Break reminders (stand up, hydrate)

“Just Start” Ritual Builder

Version: ____

Pick one tiny action when stuck. Keep it consistent.

My Starting cue(s):

Example: Play focus song, open document and set 5-min timer.

My 3-Step Start Ritual

Step 1:

Step 2:

Step 3:

Cue: music / environment

Song / playlist:

Location / changes:

If I still can’t start after 5 minutes

Backup: text an accountability buddy / micro task / short walk & restart

Pomodoro + Self-Check-In Tracker

Date: _____

Run 25/5 (or 20/10). Reset attention every block: Where is my focus? Breathe. Refocus.

Task	Block	Start	End	Result (Done /Part done)	Self check in note

Weekly Task Flow Tracker

This tool helps you see how your tasks actually move during the week. Use a Kanban board (whiteboard, sticky notes or a digital version like Trello / Notion). Each task should move across the columns:
To Do → In Progress → Done

Write down when you start a task, when it moves forward and when it's finished. Use the Notes column to track what helped you stay on task - or what got in the way.

Over time, you'll spot patterns that show where your focus flows best (and where it gets stuck).

Day	Task started	Moved to in progress	Moved to Done	Notes
Mon				
Tues				
Wed				
Thurs				
Fri				

Task Breakdown Practice

Big projects can feel overwhelming. Use this sheet to practise breaking a project into smaller, doable steps.

Big Project:

Step	Small Action	Done?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		