

THE 7-DAY FOCUS SPRINT PLANNER

Map Your Most Productive Week in Just 10 Minutes

by Chad Earhart | Fog to Focus to Free

F.O.C.U.S.

Following One Course Until Successful

Welcome to Your Focus Sprint!

Research shows that successful people plan their week in advance. This planner helps you do just that in only 10 minutes every Sunday evening.

How It Works:

- 1** Sunday Evening (10 min): Review last week, plan next week using pages 2-3
- 2** Monday-Sunday: Use daily pages (4-10) to stay focused and track progress
- 3** End of Week: Celebrate wins, learn from challenges, repeat!

"If you aim at nothing, you will hit it every time."

SUNDAY EVENING PLANNING SESSION

Week of: _____

STEP 1: CELEBRATE LAST WEEK (2 minutes)

Gratitude builds momentum. What went well?

My Top 3 Wins:

1. _____
2. _____
3. _____

STEP 2: LEARN & ADJUST (2 minutes)

What challenges did you face? What will you do differently?

Key Lesson: _____

One Adjustment: _____

STEP 3: YOUR BIG PICTURE (2 minutes)

Connect this week to your larger goals. Why does this week matter?

My 90-Day Goal:

This Week Moves Me Closer By:

WEEKLY PLANNING (continued)

STEP 4: YOUR TOP 3 GOALS THIS WEEK (2 minutes)

These are your NON-NEGOTIABLES. If you accomplish only these three things, the week is a success.

	Goal	Why It Matters
1	_____	_____
2	_____	_____
3	_____	_____

STEP 5: WEEK AT A GLANCE (2 minutes)

Map out key activities, appointments, and focus blocks for each day.

Day	Key Focus / Top Priority	Time Blocks
MON	_____	_____
TUE	_____	_____
WED	_____	_____
THU	_____	_____
FRI	_____	_____
SAT	_____	_____
SUN	_____	_____

Focus Pocus! You're ready to make this your most productive week ever!

MONDAY

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

TUESDAY

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

WEDNESDAY

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

THURSDAY

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

FRIDAY

Date: _____

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

SATURDAY

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

SUNDAY

Date: _____

MORNING FOCUS

Today's #1 Priority: _____

My Morning Intention: _____

TOP 3 TASKS (Must Complete Today)

- 1. _____
- 2. _____
- 3. _____

FOCUS TIME BLOCKS

Time	Activity / Focus	✓
_____	_____	■
_____	_____	■
_____	_____	■
_____	_____	■

EVENING REFLECTION

Today's Win: _____

What I Learned: _____

Gratitude: _____

NOTES / IDEAS / INSIGHTS

RESOURCES & NEXT STEPS

Congratulations on Completing Your Focus Sprint!

You've just experienced the power of intentional planning. This is a great start, but sustainable productivity requires ongoing support and skill development.

Why One Sprint Isn't Enough:

Think of this 7-day sprint as ONE RACE in a much bigger marathon. To truly transform your productivity and accomplish your biggest goals, you need:

1. ACCOUNTABILITY Someone to check in with regularly who keeps you on track and helps you stay focused when life gets chaotic.

2. MICRO-SKILLS Simple tricks and techniques learned incrementally that compound into massive productivity gains over time.

3. SYSTEM INTEGRATION This planner is one tool in a larger system. Real transformation happens when multiple strategies work together.

4. COACHING SUPPORT Professional guidance to help you do this faster, overcome obstacles, and customize the approach to YOUR unique brain and situation.

Continue Your Focus Journey:

- **Read FOCUS!** Get the complete book with all 10 strategies
Available at fogtofocusquiz.com/focus-book
- **Fog to Focus Accelerator** 90-day program with weekly coaching and accountability Learn micro-steps in tandem. fogtofocusquiz.com/accelerator
- **Weekly Check-In Accountability** Daily support to keep you on track
Never lose focus again with regular accountability
- **1-on-1 Coaching** Work directly with Chad Earhart
Personalized strategies and faster results. fogtofocusquiz.com/focuspocus

"Following One Course Until Successful - that's FOCUS."