Focus & Habit Builder

How to Use This:

- Fill out the worksheet at the start of each week.
- Focus on completing your daily tasks and habit.
- At the end of the week, reflect and choose your next focus.
- Repeat until you crush your goal!

Step 1 : DEFINE YOUR GOAL

What's ONE thing you want to achieve?(Example, "Launch my online store by March 30.")

My Goal:_____

Why is this important to you? (Example, "To share my passion and create a steady income.")

My Why:_____

STEP 2 : BREAK IT INTO STEPS

What 3-5 Steps do you need to complete this goal?

1. _____

2._____

3. _____

4. _____

5. _____

STEP 3: PICK YOUR FOCUS FOR THIS WEEK

Which ONE step will you work on this week? (Example, "Set up my website.")

This Week's Focus:_____

STEP 4: MAKE IT HAPPEN

Set a daily habit:
(Example: "Work on my website every day at 7:30 AM.")

My Habit: _____

Break your focus into smaller daily tasks:
(Example: "Write website copy for 20 minutes each morning.")

Task 1: _____

Task 2: _____

Task 3: _____

STEP 5: PLAN FOR ROADBLOCKS

What could slow you down?
(Example: "Getting distracted by social media.")

Potential Roadblock: _____

How will you overcome it?
(Example, "Turn off my phone during work time.")

My Solution: _____

STEP 6: TRACK YOUR WEEK

Day	Did It (Yes/No)	Notes
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Creative Space :

STEP 7: REFLECT & RESET

Did you complete this week's focus? (Yes/No)

Result: _____

What worked well?

Wins: _____

What can you improve?

Next Time: _____

What's your next weekly focus?

Next Focus: _____

MOTIVATE YOURSELF, SIS YOU GOT THIS!

Vision Reminder: Why does this goal matter to you?
(Example, "Each small step moves me closer to my dream.")

My Reminder: _____

Reward Yourself: What will you treat yourself with after completing this week's focus?
(Example, "A coffee date or a new book.")

My Reward: _____