BeforeTheWinn

No. 02 / EN

ATTENTION / FIVE WORKING SESSIONS

The Focus Hour



Finish one task in a day full of interruptions

A working map of the hour

Copy your intended result onto a card and start the clock. This sequence works well for writing, studying or any project in which it's easy to spend half an hour polishing the opening line. Adjust the times after you have tried it.

00–05 min	Get the file and inputs ready. Write down your finish line. If a fact is missing, mark the gap and pick a part you can do with what you have.
05–30 min	Build a first version. Leave a question mark next to an uncertain sentence and carry on.
30–35 min	Step away from the screen. Leave a note naming the open point you want to return to.
35–55 min	Read the result as its recipient. Fix the gap that would most hinder the person who will use it.
55–60 min	Save the version, check your finish line and leave instructions for the next time the file is opened.

Leave a restart note

The phone rings just as you spot an error in a spreadsheet. You answer, come back ten minutes later and start checking rows from the beginning. If you have a moment before switching, or right after the call, put three details in the working file.

Where I am	“Deliveries sheet, May tab, row 18.” The name of the whole project is usually too broad to pick up from.
What I know	“Quantity matches the confirmation. Unit price differs.” Mark what you have already established.
First move	“Compare the unit price with item 4 on the order.” Give yourself a verb and a place to look.

> **An abrupt interruption**
>
> If there was no time to write anything, reconstruct the last visible action as soon as you return. Leave yourself a note before opening the inbox.

My restart note for a task I have halfway done right now.