

IMPACT BOARD

30 Minute Focus Sprint

What this is

This playbook helps you finish at least one needle moving task a day.

Why this works

Your focus is like a battery.
Every time you switch tasks, you drain it.

A Focus Sprint tells your brain:
"Right now, this one thing matters."

When you complete a sprint, tick it off and give yourself a small reward, your brain gets a hit of dopamine. Over time it starts to crave that "one clear win" feeling instead of constant distraction.

When to use it

Run one Focus Sprint each workday.

Best results:

- Same time each day (for example 9:30)
- Before your day gets hijacked by email and messages
- Ideally at a time when your energy and focus tends to be higher

Put your sprint time in your calendar and treat it like a meeting you do not move.

How to use it: SPRINT

S - Set the time

Pick a 30 minute slot. Put it in your calendar. Decide where you'll do it so you won't be disturbed.

P - Pick one task

Choose one important task, not a list.

Ask: "If I only finish this today, will it still feel like progress?"

R - Remove your phone

Put your phone out of reach, ideally in another room or shut in a drawer. Turn off notifications on your computer.

I - Initiate the timer

Set a timer for your sprint length. Default is 30 minutes.

If you are struggling to stay focused, start with 10 or 20 minutes.

N - No task switching

Close unnecessary tabs and apps. Work only on your one task.

If ideas or to dos pop up, park them in the notes box and come back to the main task.

T - Take a break and mini reward

When the timer ends, stop. Stand up, move, breathe, grab a drink or go for a walk..

Tick off that you completed your sprint. That tick plus the reward tells your brain "this felt good, do it again tomorrow."

Daily Focus Sprint Checklist**My sprint time today**

Time: _____

My one important task

If I only get this done today, it will still feel like progress.

Task:

What "done" looks like

By the end of this sprint I will have:

Sprint length today (start small and work up)

☐ 30 minutes

☐ 45 minutes

☐ 60 minutes

Phone parking spot

Where my phone will go before I start:

Notes - for any unrelated ideas that pop up

(So I don't switch tasks.)

Sprint complete?

☐ Yes ☐ No

One sentence win or lesson from today

Mini reward (dopamine embeds the SPRINT habit)

Weekly Sprint Tracker

Week of: _____

Goal: One Focus Sprint per workday.

Day | Sprint done? (Y / N) | Biggest win or lesson

Monday | _____ | _____

Tuesday | _____ | _____

Wednesday | _____ | _____

Thursday | _____ | _____

Friday | _____ | _____

At the end of the week, look down the "win or lesson" column.

That is the compound effect of five focused blocks you might not have made otherwise.

Ready to stop feeling stuck in your business and start building something bigger?

[Download our free brochure to see full details on the support we offer through Impact Board, or request a free strategy call.](#)