FOCUS CHECK-IN

Let's reassess how things are going. It will be fun!

Today's Date: _____

Welcome!

We know that Focus consists of two things: Clarity and Action. You need both or else it doesn't work. Clarity is where you're going; action is what you're doing to get there.

Here is a chance to go through the Life Assessment, Margin Assessment, and Ownership Matrix. These can all be done in a few minutes each and they will provide a great mid- or end-of-year assessment.

You may have done some of these assessments before, and some of these may be new to you. If you happen to have your past assessments, get them out when you are done here and compare your current status to your past status.

Core Values & Annual Themes

If you have the workbook(s) from the last time you went through the Focus Course or Plan Your Year, then grab those as a reference. Do you know your core values and/or your annual themes? If so, write them down on the next page.

Life Assessment

Review your answers from today and compare to the previous assessment answers when you last went through the Focus Course or Plan Your Year. Look at what's going well and what could be better. How are things different now than they were last time you did this?

Margin Assessment

Complete the Margin Assessment. Again, compare your answers with the Margin Assessment you took during Focus Academy. How are you doing — especially in the area of margin that you identified as most important?

Ownership Matrix

Lastly, fill out the Ownership Matrix. You'll start by listing out the complete "laundry list" of all your responsibilities, tasks, and activities that you have right now. Then place them into the matrix to see what new thing you can choose to automate, eliminate, or delegate. Has anything changed since you last did this Ownership Matrix during Academy?

Your Core Values

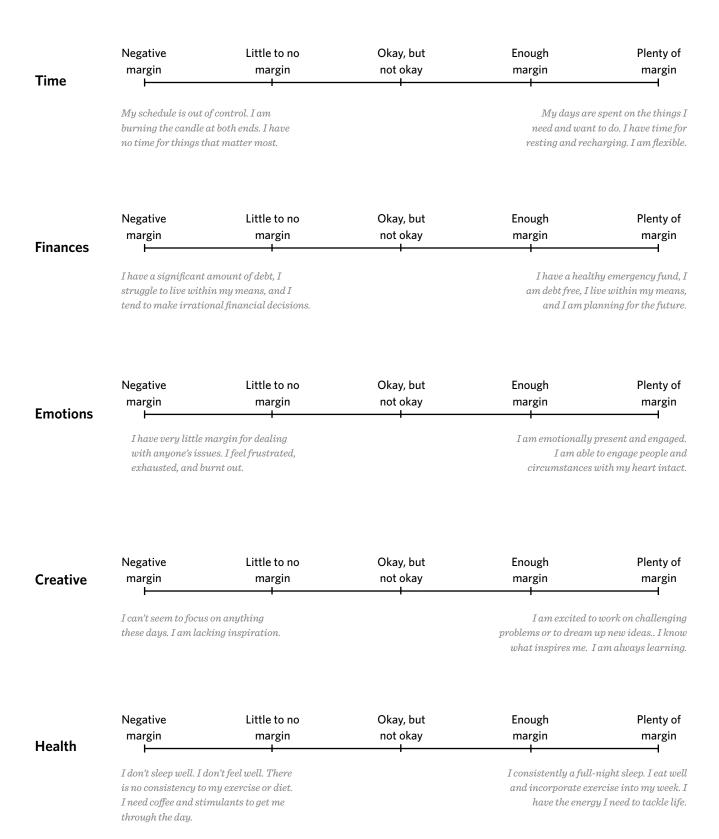
e rocus course, list you	ur two core in the blank spaces below (if you happen to have
Theme for the	Year
an Your Year, write dow	wn your themes (if you happen to have them).
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In 2022, .	z co contro de j e e tos promocor atg e re

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	NOT GOO	D								AMAZING!
MY HOBBIES &	1	2	3	4	5	6	7	8	9	10
SIDE-INTERESTS										
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MY RELATIONSHIPS WITH FRIENDS AND FAMILY	1	2	3	4	5	6	7	8	9	10
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MAY 5131 A 316-5	NOT GOOD	2	3	4	5	6	7	8	9	AMAZING!
MY FINANCES		_	Ū				•			

JOB / CAREER	What's going well?	What could be better?
HOBBIES & SIDE-INTERESTS		
RELATIONSHIP WITH SIGNIFICANT OTHER		
RELATIONSHIP WITH MY KIDS		
RELATIONSHIPS WITH FRIENDS AND FAMILY	What's going well?	What could be better?
INNER PERSONAL & SPIRITUAL LIFE	What's going well?	What could be better?
MY EMOTIONAL STATE	What's going well?	What could be better?
MY MENTAL STATE	What's going well?	What could be better?
MY PHYSICAL HEALTH	What's going well?	What could be better?
REST TIME, DOWN TIME, AND "PLAY" TIME	What's going well?	What could be better?
MY FINANCES	What's going well? Page 5	

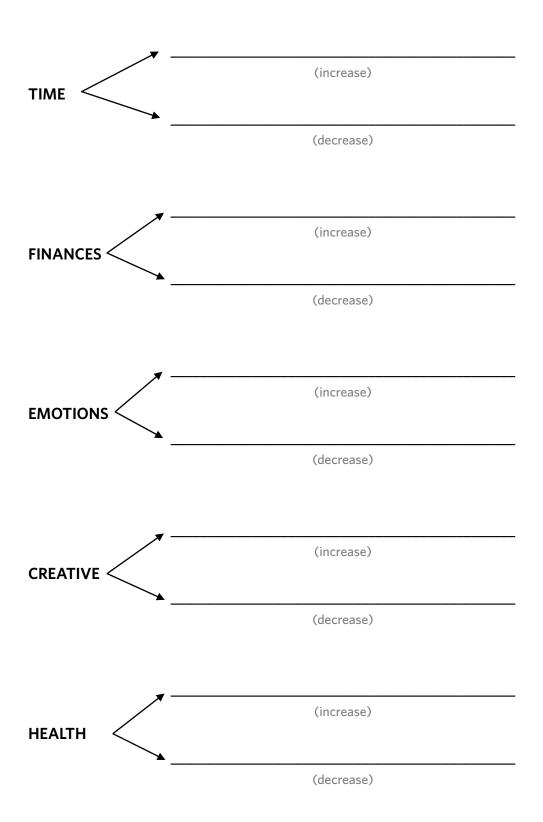
Personal Margin Assessment

How much margin do you feel that you have in each area? How much space is there between your load and your limit? **Circle the amount of margin you currently have in each area.**



Ideas to Restore Your Margin

In the space below, come up with an idea for how you can restore margin through increasing your capacity and decreasing your load for each area of margin in your life.



The Laundry List: List all your current activities, responsibilities, and commitments.				

The Ownership Matrix (Focusing on the Most Important)

Consider your list of weekly responsibilities, activities, and commitments from the "laundry list" on the previous page. Place as many of those activities as you can into the Ownership Matrix below.

I LOVE doing this I DISLIKE doing this **ANYBODY** can do

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this for me

ONLY I can do this

for myself

What to do with your Ownership Matrix

Now that you've identified the things you do and don't like to do, and categorized them into the things which are only yours and which could be passed along to someone else... what next?

- ✓ The items you listed along the right-hand side (top-right and bottom-right) are things which you must choose to take personal ownership of and prioritize into your life.
- ✓ What things are in the top-left? It's awesome that these are things which you love, but make sure they're not keeping you from the things the top-right.
- ✓ Lastly, what things are in the bottom-left? These need to go. Delegate them to someone else; get assistance; learn how to automate the process of that work; ask your boss if you can be relieved of those duties, etc. Everything in the bottom-left quadrant should be automated, delegated, or eliminated if possible.

Questions to answer

With your reassessment complete, answer the three questions below. This will help you get clear, remove any unnecessary fluff from your week, and focus your time on the right things.

1. What should I keep doing?

2. What should I start doing?

3. What should I stop doing?

Whenever you're ready, here are some ways we can help you.

Coaching and Consulting

Personal and team coaching opportunities are available for those who want to get the fastest results possible from the Focus Course frameworks and ensure they are focusing on the right things right now.

• Groups and Teams: Workshops and Private Training

If you have a group or team that you'd like to take through the Focus Course, we have options as short as a one-hour presentations, to one- and two-day workshops, to month-long Academy cohorts. We have worked with companies and firms such as Eversheds Sutherland law firm, Nine Labs, Samaritan Ministries, ConvertKit, and others.

For information and to dialog about any questions or ideas you have for coaching, further workshops, and more, please email us:

desk@blancmedia.org

Introducing Your All Access Pass: The Accelerator Membership

The new monthly membership that gives you an all access pass to everything.

With your Accelerator Membership, you get:

- Retroactive access to any and all courses and products that already exist within the Focus Course brand and on our sister site, The Sweet Setup.
- Automatic access to any and all future courses, products, and online events that we have planned.
- Mastermind small group calls with other Accelerator peers (weekly or bi-weekly).
- Office hours and other workshops hosted by Shawn, Isaac, and special guests (monthly).
- Future cohorts and challenge-weeks around margin, productivity, writing, creativity, leadership, and more.
- Early-access, priority registration for in-person workshops and retreats.
- Private, members-only Slack group.

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