

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

From the Focus Course, list your two core in the blank spaces below (if you happen to have them).

Your Theme for the Year

From Plan Your Year, write down your themes (if you happen to have them).

In 2022, I want to focus primarily on

_____ *and* _____.

MY JOB / CAREER

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY HOBBIES & SIDE-INTERESTS

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

MY RELATIONSHIP WITH MY SPOUSE / SIGNIFICANT OTHER

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

MY RELATIONSHIP WITH MY KIDS

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY RELATIONSHIPS WITH FRIENDS AND FAMILY

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY INNER PERSONAL / SPIRITUAL LIFE

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY EMOTIONAL STATE

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY MENTAL STATE

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

MY PHYSICAL HEALTH

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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MY REST TIME, DOWN TIME AND "PLAY" TIME

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

MY FINANCES

NOT GOOD...

AMAZING!

1	2	3	4	5	6	7	8	9	10
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JOB / CAREER

What's going well?

What could be better?

**HOBBIES &
SIDE-INTERESTS**

What's going well?

What could be better?

**RELATIONSHIP WITH
SIGNIFICANT OTHER**

What's going well?

What could be better?

**RELATIONSHIP WITH
MY KIDS**

What's going well?

What could be better?

**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?

What could be better?

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.**

Time

Negative margin Little to no margin Okay, but not okay Enough margin Plenty of margin

My schedule is out of control. I am burning the candle at both ends. I have no time for things that matter most.

My days are spent on the things I need and want to do. I have time for resting and recharging. I am flexible.

Finances

Negative margin Little to no margin Okay, but not okay Enough margin Plenty of margin

I have a significant amount of debt, I struggle to live within my means, and I tend to make irrational financial decisions.

I have a healthy emergency fund, I am debt free, I live within my means, and I am planning for the future.

Emotions

Negative margin Little to no margin Okay, but not okay Enough margin Plenty of margin

I have very little margin for dealing with anyone's issues. I feel frustrated, exhausted, and burnt out.

I am emotionally present and engaged. I am able to engage people and circumstances with my heart intact.

Creative

Negative margin Little to no margin Okay, but not okay Enough margin Plenty of margin

I can't seem to focus on anything these days. I am lacking inspiration.

I am excited to work on challenging problems or to dream up new ideas. I know what inspires me. I am always learning.

Health

Negative margin Little to no margin Okay, but not okay Enough margin Plenty of margin

I don't sleep well. I don't feel well. There is no consistency to my exercise or diet. I need coffee and stimulants to get me through the day.

I consistently get a full-night sleep. I eat well and incorporate exercise into my week. I have the energy I need to tackle life.

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.

TIME

(increase)

(decrease)

FINANCES

(increase)

(decrease)

EMOTIONS

(increase)

(decrease)

CREATIVE

(increase)

(decrease)

HEALTH

(increase)

(decrease)

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 this for me	ONLY I can do this for myself

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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