

The “Two-Minute Launch”

When you feel stuck, pick the tiniest first step and do it for just two minutes: open the document, write one messy sentence, or solve one problem. Your only goal is to start the engine, not finish the trip. After two minutes, you can stop, but most of the time you’ll keep going.

The “Three-Box Plan”

Each morning, write three boxes: **Must-Do** (1–2 things), **Should-Do** (2–3 things), **Could-Do** (extras). You’re not allowed to add more Must-Do items later. If you complete the Must-Do box, today counts as a win, even if the rest stays unfinished.

Today's Three-Box Plan

Complete the Must-Do box and today counts as a win!

MUST-DO (1–2 Things)	SHOULD-DO (2–3 Things)	COULD-DO (Extras)
<input checked="" type="checkbox"/> Finish lab report <input checked="" type="checkbox"/> Email professor	<input type="checkbox"/> Read Ch-5 <input type="checkbox"/> Review notes <input type="checkbox"/> Start on history essay	<input type="checkbox"/> Organize desk <input type="checkbox"/> Go to the gym <input type="checkbox"/> Watch a movie

No adding to the Must-Do box!

The “15-Minute Focus Reset”

Short time limits lower the pressure to “focus forever,” breaks prevent burnout, and writing down distractions gives your brain permission to let them go. This exercise builds attention stamina over time and is especially helpful when starting feels harder than continuing.

- Set a timer for 15 minutes. Pick one small, specific task (for example: read two pages, write one paragraph, do problems 1–2).
- Clear the field. Put your phone face down and out of reach, close extra tabs, and write down any distracting thoughts on a scrap of paper instead of acting on them.
- Work until the timer ends. You don’t need to do it perfectly, just stay with the task.
- Take a 3–5 minute reset break. Stand up, stretch, breathe slowly, or walk, but don’t scroll.
- Decide what’s next. Either repeat the cycle or stop on purpose.

Focus Sprints and Friction Control

Work for 25 minutes, then 5 minutes off (or 15/5 if you’re fried). Before each sprint: phone goes face-down and out of reach, only one tab open, and you write one sentence: ‘In this sprint, I will ____.’ When the timer ends, you stop and take a break on purpose.