

The Get Done – Session Template

Designed for creatives, neurodiverse business owners, and anyone who needs a little accountability boost. Use this alongside a Focusmate session or any focused work block.

Note: Write all your tasks you need to complete today here, then prioritise them with a number 1-5 in priority, eg: 1 being the most important and 5 can be done another day. **I recommend doing this list the night before.**

Task(s) to Complete Today

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

- ☐ _____ Priority

Before you go into your focus session(s) - Ensure you are looking after yourself.

- ☐ Go to the toilet
- ☐ Have a full water bottle on your desk or workstation
- ☐ Have some healthy brain food snacks (e.g. Dates, Nuts, Fruit)
- ☐ Switch your phone and other devices to Do Not Disturb “DND”
- ☐ Do a brain dump (If you find yourself thinking about lots of different things)
- ☐ Add your own: _____
- ☐ Add your own: _____

Brain Dump:

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Choose Your Session Length

☐ 25-Minute Session

☐ 50-Minute Session

☐ 75-Minute Session

Task(s) & Sub-Task(s) to Complete During This Session

- ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____

Once each task or sub task is complete check the box! At the end, share with your focusmate what you got done! Celebrate the win...



Optional Notes or Reflections

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