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The Deep Work Reset — Workbook

Reclaim your focus, cut down context-switching, and ship the work that actually matters, in 8 modules over 30 days.

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Start Here: Self-Assessment

Complete this before Lesson 1.1. Rate each statement from 1 (not at all true) to 5 (completely true). You'll retake it on Day 30 to see what's changed.

Statement	Day 1 score	Day 30 score
I know which work matters most in my role or life right now.		
I have regular, protected time for focused work.		
I can concentrate on one task for 45 minutes or more.		
My phone rarely interrupts my focused work.		
I check email and messages at set times, not constantly.		
Other people know when and how to reach me.		
My meetings leave room for focused work.		
When I feel the urge to switch tasks, I can usually resist it.		
I end my workday with a clear plan for tomorrow.		
I can switch off from work in the evenings.		
I get real, restorative rest most weeks.		
I have a way to get back on track when my routine slips.		
Total (out of 60)		

My three lowest-scoring statements are:

What I most want to be different 30 days from now:

Why this matters to me right now:

My start date:

My Day 30 date:

Worksheet 1.1: My Distraction Story

Describe your current relationship with focus honestly. This page is only for you.

The three situations where my focus breaks most often:

1.

2.

3.

What usually happens right before my focus breaks (the trigger):

Beliefs that keep me in these patterns (tick any that apply, and add your own):

- ☐ "I work best under pressure."
- ☐ "Being responsive is my job."
- ☐ "I'll focus once things calm down."
- ☐ "I'm just not a focused person."
- ☐ "If I don't check, I'll miss something important."

Other beliefs I notice:

For each belief I ticked, a more useful replacement:

A “good focus day” for me would look like this (morning to evening):

Worksheet 1.2: My Depth Map

List 15–20 tasks from a typical week. Place each one in a zone: **Zone 1** Deep Work (high concentration, high value), **Zone 2** Essential Shallow (low concentration, high value), **Zone 3** Traps (high concentration, low value), **Zone 4** Noise (low concentration, low value).

#	Task	Zone (1-4)	Hours per week (estimate)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Totals by zone:

Zone	Total hours per week
Zone 1: Deep Work	
Zone 2: Essential Shallow	
Zone 3: Traps	
Zone 4: Noise	

My three most important Zone 1 tasks:

My three costliest Zone 4 habits:

One Zone 3 task I could lower the standard on, delegate, or drop:

Worksheet 1.3: The Three-Day Focus Audit

Log each working day in 30-minute rows. Zone = 1-4 from your Depth Map. Switches = rough tally of task switches or checks. Energy = 1 (foggy) to 5 (sharp). Interrupter = Self, Person, Notification, Meeting, or Other.

Audit Day 1 — Date: _____

Time	Main activity	Zone	Switches	Energy	Interrupter
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Time	Main activity	Zone	Switches	Energy	Interrupter
5:30					
6:00					
Evening					

Audit Day 2 — Date: _____

Time	Main activity	Zone	Switches	Energy	Interrupter
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Time	Main activity	Zone	Switches	Energy	Interrupter
5:30					
6:00					
Evening					

Audit Day 3 — Date: _____

Time	Main activity	Zone	Switches	Energy	Interrupter
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Time	Main activity	Zone	Switches	Energy	Interrupter
5:30					
6:00					
Evening					

Device data (optional)

	Day 1	Day 2	Day 3
Phone screen time			
Phone pickups			
Top app #1			
Top app #2			
Top app #3			

Audit Summary

Finding	My result
Average deep (Zone 1) hours per day	
My peak energy window	
My switch hotspots (times of day)	
Top interrupter (Self / Person / Notification / Meeting / Other)	
Average Zone 4 (Noise) hours per day	

What surprised me most:

My single most important insight, in one sentence:

Worksheet 2.1: One-Page Outcomes

Name two to four arenas where focus should pay off in the next 90 days. Define one concrete, checkable outcome for each, then list the deep tasks behind it.

Arena	90-day outcome (concrete and checkable)	Leverage (deep) tasks

Leverage check: for each outcome, tick the traits that apply (compounds, hard to replace, moves a key outcome, often postponed, needs sustained concentration).

Outcome	Compounds	Hard to replace	Moves key outcome	Often postponed	Needs concentration

The Regret Test: if only one of these outcomes happened in 90 days, which would I most regret missing?

My lead project for the next 30 days:

Why it's the lead:

Check-in with my manager, client, or partner (if relevant). Who I'll ask, and when:

What they said matters most:

Worksheet 2.2: My Depth Budget

Input	My answer
Audit baseline (deep hours per day)	
Fixed commitments (hours per week)	
Peak window (times)	
Hours in my peak window I can realistically protect per day	
Training level (Beginner / Building / Practiced / Advanced)	
Training-level target (from Lesson 2.2 table)	

My starting daily Depth Budget (the smaller of my training-level target and my protectable peak time):

Number of focus days per week:

My weekly Depth Budget (daily budget × focus days):

My growth step (what I'll add, and when I'll add it if I'm hitting my target):

Date of my first budget review:

What will I say no to, or reduce, to protect this budget?

Worksheet 2.3: My Depth Pattern

Answer the four questions:

1. How predictable is my week? (Very / Somewhat / Unpredictable)

2. How much control do I have over meetings? (High / Some / Low)

3. How long does my deep work take to warm up?

4. What’s my training level?

My chosen pattern (tick one or combine):

- ☐ Daily Anchor
- ☐ Double Anchor
- ☐ Split Week
- ☐ Sprint
- ☐ Pocket Sessions

Why this pattern fits my life:

My default weekly layout (write block times in each cell, or “open,” “meetings,” or “off”):

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Early morning							
Morning							
Midday							

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Afternoon							
Evening							

The biggest threat to this pattern, and how I'll handle it:

Worksheet 3.1: My Four-Part Block

Part 1: Enter. My entry ritual (under 5 minutes):

- ☐ Close every app and tab I don't need
- ☐ Phone to its parking spot
- ☐ Focus mode on
- ☐ Timer set
- ☐ Water or coffee ready
- ☐ Read my target aloud

Anything else in my ritual:

Part 2: Target. Targets for my next three blocks (singular, concrete, sized to the block):

1.

2.

3.

Part 3: Park. Where my parking lot lives (notepad, document, or card):

Part 4: Exit. My exit checklist:

- ☐ Write the next-move note
- ☐ Log the block (time, length, focus rating)
- ☐ Process the parking lot
- ☐ Stand up and take a real break

My first block review

Date	Planned length	Actual length	Target met?	Focus rating (1-5)	Items parked

What helped:

What I'll change next time:

Worksheet 3.2: My Ramp-In Toolkit

The kind of resistance I feel most often (tick all that apply):

- ☐ “I just don’t feel like it.” → Two-Minute Opening
- ☐ “It has to be good.” → First Ugly Version
- ☐ “It’s too big.” → Smallest Visible Step
- ☐ “I don’t know where to start.” → Question Mode
- ☐ “I’ve lost the thread.” → Warm-Up Task

My two go-to techniques:

My Starting Script (fill in the blanks, then rewrite it in your own words):

“For the next ___ minutes, I’m working only on . **The first step is** . It’s allowed to be rough. I’ll park every distraction.”

My version:

Three-block test

Block date	Resistance level (1-5)	Technique used	Minutes to get started	Did I start on time?

If I can’t start the same project three blocks in a row, what might be missing?

Worksheet 3.3: Calendar Protection Plan

Schedule your recurring focus blocks for the next four weeks, marked “busy.”

Week of	Block 1	Block 2	Block 3	Block 4	Block 5	Scheduled?

The name I’ll use for blocks on my calendar:

My weekly planning time (day and time):

- My block-breakers** (the only reasons I’ll interrupt a block):
1.

2.

3.

My rule for conflicts: “A block can be moved, but not deleted.” Where I’ll move blocks when conflicts arise:

My scripts, in my own words

When someone asks to meet during a block:

When someone asks why I'm unavailable:

When my manager schedules over a block:

My visual signal for focus time (in person or at home):

Who I need to tell about my blocks:

Worksheet 4.1: My Friction Ladder

Rungs: 1 Hide, 2 Delay, 3 Distance, 4 Lock, 5 Remove. Start at the lowest rung you think will actually work.

Distraction (from my audit)	Starting rung	Specific action	Review date	Climbed to rung
1.				
2.				
3.				
4.				
5.				

Reverse the ladder: three ways I'll make deep work easier to start:

1.
-
2.
-
3.
-

My focus kit (what's always ready):

Distraction substitutions I notice during the week (add them to the ladder):

Worksheet 4.2: Digital Reset Checklist

Before: my estimated notifications per day:

Step 1: Notification purge

- ☐ Reviewed every app on my phone
- ☐ Reviewed every app on my computer
- ☐ Only people and apps that might need me urgently are set to “Allow”
- ☐ Messages and apps I check on my schedule are set to “Silent”
- ☐ Promotions, social media, news, games, and shopping are set to “Off”

My “Allow” list:

Step 2: Home screen redesign

- ☐ First screen holds tools only
- ☐ Social, news, video, and email moved to a later screen or folder
- ☐ Grayscale tried during work hours (optional)

Step 3: Focus modes

- ☐ Deep Work mode created
- ☐ Emergency contacts allowed through
- ☐ Badges hidden
- ☐ Scheduled to match my focus blocks (if possible)
- ☐ Wind-Down mode created for evenings

Step 4: Computer cleanup

- ☐ Email and chat closed by default
- ☐ Distracting bookmarks removed
- ☐ Focus browser profile created (optional)
- ☐ Desktop cleared
- ☐ All unneeded tabs closed

Step 5: Checking rhythm

My email checking times:

My message checking times:

My phone parking spot:

My narrow channel for urgent contact (if needed):

After: my estimated notifications per day:

Monthly notification check scheduled for:

Worksheet 4.3: Focus Space Design

Element	Primary focus place	Backup focus place
Location		
Clear surfaces (what stays, what goes)		
Sound		
Light		
Comfort		
Signal object		

Agreements with people I share space with (the signal, the exceptions, and the end time):

If I work remotely, my “commute” at the start and end of the day:

Environment Design Guide: One-Page Summary

Pull together your decisions from Worksheets 4.1–4.3. Keep this page by your desk.

My top five distractions and their rungs

Distraction	Rung	Action

My digital setup

Setting	My choice
Deep Work mode schedule	
Emergency contacts allowed	
Email checking times	
Message checking times	
Phone parking spot	
Blocker schedule (if used)	

My physical setup

Setting	My choice
Primary focus place	
Backup focus place	
Focus sound	
Signal object	
Focus signal for others	

Before every block, I check:

- ☐ Phone parked
- ☐ Focus mode on
- ☐ Email and chat closed
- ☐ Desk clear except for the target
- ☐ Signal object out

Worksheet 5.1: My Communication Rhythm

Channel map

Channel	Current habit	Actually needed	New norm
Work email			
Team chat			
Client channel			
Phone calls			
Text messages			
Other:			

Things I’m not sure about, and who I’ll ask:

My processing windows

Window	Time	Duration
1		
2		
3		
4 (optional)		

The 4D sort (use in each window): Do (under 2 minutes), Defer (task list with a date), Delegate (forward with a note), Delete or archive.

My urgent lane (how people reach me in a genuine emergency):

Five sources of incoming volume I’ll cut this week

- []
- []

- []
- []
- []

How I'll handle the first-week urge to check:

Worksheet 5.2: My Boundary Scripts

Every script covers three things: **why** (the outcome), **when** (your availability), and **what if** (the urgent lane).

The three scripts I need most (tick):

- ☐ Talking to my manager
- ☐ Talking to my team
- ☐ Proposing a team focus norm
- ☐ Setting expectations with clients
- ☐ Declining or delaying a request
- ☐ Resetting after being “always on”

Script 1. Who it’s for:

My version:

When I’ll have this conversation:

Script 2. Who it’s for:

My version:

When I'll have this conversation:

Script 3. Who it's for:

My version:

When I'll have this conversation:

My email signature or status line:

How the conversations went, and what I'll adjust:

Worksheet 5.3: Meeting Triage

The five questions: clear purpose and outcome? Do I need to be there? Could it be shorter? Could it be less frequent? Is it in the right place in my day?

Recurring meeting	Length / frequency	Purpose clear?	Need me?	Label (Keep / Trim / Move / Replace / Exit)

Current meeting hours per week:

Target meeting hours per week:

My three highest-payoff changes

Change	Who I'll talk to	When

My meeting cluster times (when I'd prefer meetings to happen):

My office hours (optional):

Worksheet 6.1: Urge Surfing Log

The five-step surf: **Notice** → **Locate** → **Breathe (3 breaths)** → **Label the discomfort** → **Return with a tiny step.**

Day	Block time	Urges surfed (tally)	Urges acted on (tally)	Most common urge	What was hard at that moment?
1					
2					
3					
4					
5					
6					
7					

My highest-risk moments (tick):

- ☐ First 10 minutes of a block
- ☐ Transitions between parts of the task
- ☐ Stuck points
- ☐ Low-energy times
- ☐ Other:

My plan for each high-risk moment:

End-of-week reflection: what changed in my urges over seven days?

Worksheet 6.2: My Attention Training Plan

Focus Ladder. Move up a step after four successful blocks (focus rating 4–5).

Step	Block length	Successful blocks (tick up to 4)	Date completed
1	25 min		
2	40 min		
3	55 min		
4	75 min		
5	90 min		
6	90 min + second block		

My starting step:

Attention exercises. Choose two to practice at least four days a week.

- ☐ Single-tab reading (15–30 min)
- ☐ Walking problem-solving (20–30 min)
- ☐ Breath-focus practice (5–10 min)
- ☐ Boredom tolerance (small waiting moments)

Exercise	Mon	Tue	Wed	Thu	Fri	Sat	Sun

My open windows for non-essential internet use

Window	Time
1	
2	
3	

Question for my next walking problem-solving session:

What I figured out:

Worksheet 6.3: My Energy Map

Rate your typical energy (1-5) at each time of day.

Time	Energy (1-5)	Best type of work for this time
Early morning		
Mid-morning		
Late morning		
Early afternoon		
Mid-afternoon		
Late afternoon		
Evening		

My peak window:

My dip:

My break menu (move your body, rest your eyes, don't fill your mind)

Short break (5 min)	Medium break (10-20 min)	Long break (30+ min)

Two energy habits I'll practice for the rest of the reset:

- []
- []

My low-energy day plan ("shrink, don't skip"):

Worksheet 7.1: Shallow Work Containment Plan

My three containers

Container	When	Duration
Processing windows		
Admin block(s)		
Quick-Task list (where it lives)		

My shallow-work ceiling (% of working hours):

Script for talking to my manager about shallow work (optional):

Five tasks to reduce at the source

Task	Eliminate / Automate / Delegate / Simplify	Next step

My time-blocked plan for one full workday. Date:

Time	Block

Time	Block

How the day went, and what I'd change:

Worksheet 7.2: Daily Ritual Templates

Customize each template. Cross out what you won't use and add what you will.

Template 1: Start-Up Ritual (10-15 minutes)

- ☐ Arrive without opening email or chat
- ☐ Review today's plan
- ☐ Read yesterday's next-move note and confirm first target
- ☐ Phone parked, focus mode on, signal object out
- ☐ Begin first block

My additions:

Template 2: Block Entry (2-5 minutes)

- ☐ Close everything not needed
- ☐ Phone in parking spot
- ☐ Timer set
- ☐ Target read aloud
- ☐ Starting Script, if resistance is high

My additions:

Template 3: Block Exit (3-5 minutes)

- ☐ Next-move note written
- ☐ Block logged
- ☐ Parking lot processed
- ☐ Stand, stretch, real break

My additions:

Template 4: Close-Out Loop (10-15 minutes)

- ☐ Capture: final sweep of inbox, chat, notes, and parking lot

- ☐ Decide: every open task has a when
- ☐ Plan tomorrow: time-blocked plan and first block target
- ☐ Tidy: tabs closed, desk cleared
- ☐ Say the words

My end-of-day phrase:

My 2-minute Close-Out Loop for busy days:

My evening rule:

7-day ritual tracker

Ritual	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Start-Up Ritual							
Block Entry							
Block Exit							
Close-Out Loop							
Evening rule kept							

Worksheet 7.3: My Rest Plan

Current rest inventory. What I do now, and how restored I feel afterward (1-5):

Kind of rest	What I currently do	How restored (1-5)
Physical		
Mental		
Social		
Passive scrolling (hours per week)		

Weekly leisure plan. At least two absorbing activities.

Day	Activity	Kind of rest

My rules

Evenings:

Weekends:

Vacations (out-of-office message and any limited check-in):

Recovery after a Sprint or deadline:

Signs that I need more support than rest alone (and who I'd talk to):

Worksheet 8.1: Weekly Depth Review

Make a copy of this page for each week. Time and day of my recurring review:

1. Depth Scorecard

Metric	This week	Target
Deep hours completed		
Focus blocks kept (vs. planned)		
Average focus rating (1-5)		
Close-Out Loops completed		
Processing windows respected		
Lead project progress (1-5)		

2. Reflect

What went well, and why?

What got in the way? (be specific)

One thing I'll change next week:

3. Lead project check

Is my lead project still the right priority?

Next milestone:

Deep tasks for next week:

4. Plan next week

- ☐ Focus blocks confirmed on the calendar
- ☐ Target assigned to each block
- ☐ Meeting triage on next week's calendar
- ☐ Admin block scheduled
- ☐ Processing windows scheduled

5. Clear the decks

- ☐ Loose notes processed
- ☐ Parking-lot items moved
- ☐ Open tasks reviewed
- ☐ Downloads folder and desktop cleared

Depth Budget review (every two weeks): take the growth step, hold, or reduce?

Worksheet 8.2: My Relapse Plan

If-then plans for my five most likely obstacles

If...	Then...

My Minimum Viable Depth

Minimum daily focus:

Minimum communication rhythm:

Minimum close-out:

My early warning signs (tick my top three, add my own)

- ☐ Email open during focus blocks “just this once”
- ☐ Phone back on the desk
- ☐ Blocks deleted instead of moved
- ☐ Weekly Reviews skipped
- ☐ Working late most evenings
- ☐ Other:

My Reset Day protocol

- ☐ Re-read my One-Page Outcomes (Worksheet 2.1)
- ☐ Quick Digital Reset (Worksheet 4.2)
- ☐ Re-schedule blocks for the next two weeks

- ☐ Complete one focus block
- ☐ Complete a Close-Out Loop

What I'll say to myself when I slip (the way I'd talk to a friend):

If my life changes significantly, I'll redo these worksheets: 2.1, 2.2, 2.3. Date to check whether that's needed:

Worksheet 8.3: 30-Day Reflection and 90-Day Plan

Compare your audits

Finding	Original audit (Days 1-4)	Day 29 audit
Deep hours per day		
Peak window used for deep work?		
Switches per 30 min (hotspot average)		
Top interrupter		
Zone 4 hours per day		
Phone screen time		

Now retake the Start-Here Self-Assessment and enter your Day 30 scores.

Reflection

The biggest change in how I work:

The tool or habit that helped most:

What was hardest, and what I learned from it:

What I want to keep doing no matter what:

My 90-day plan

Horizon	Focus	What I'll do	How I'll know it's working
Days 31-60: Stabilize			
Days 61-90: Expand			
Day 90: Re-elect			

My lead project for the next 90 days:

My Depth Budget target by Day 90:

My Depth Pattern for the next 90 days:

My five non-negotiables:

- ☐ Know my lead project
- ☐ Protect a daily block for it
- ☐ Park the phone and close the inbox during blocks
- ☐ Close out each day
- ☐ Review weekly

Date of my 90-day review:

30-Day Implementation Plan

Tick each day as you complete it. From Day 8, run at least one focus block every workday at your Depth Budget. From Day 23, run your Close-Out Loop daily. If you fall behind, pick up where you left off.

Phase 1: Reveal and Elect (Days 1-7)

- ☐ Day 1: Start-Here Self-Assessment; Lesson 1.1 and Worksheet 1.1; begin Focus Audit Day 1
- ☐ Day 2: Focus Audit Day 2; Lesson 1.2 and Worksheet 1.2
- ☐ Day 3: Focus Audit Day 3
- ☐ Day 4: Lesson 1.3; complete the Audit Summary (Worksheet 1.3)
- ☐ Day 5: Lesson 2.1 and Worksheet 2.1; choose your lead project
- ☐ Day 6: Lesson 2.2 and Worksheet 2.2
- ☐ Day 7: Lesson 2.3 and Worksheet 2.3; Phase 1 check-in

Phase 2: Schedule and Shield the Environment (Days 8-14)

- ☐ Day 8: Lesson 3.1 and Worksheet 3.1; run your first four-part block
- ☐ Day 9: Lesson 3.2 and Worksheet 3.2; write your Starting Script
- ☐ Day 10: Lesson 3.3 and Worksheet 3.3; schedule four weeks of blocks
- ☐ Day 11: Lesson 4.1 and Worksheet 4.1
- ☐ Day 12: Lesson 4.2 and Worksheet 4.2 (allow about an hour)
- ☐ Day 13: Lesson 4.3, Worksheet 4.3, and the Environment Design Guide summary
- ☐ Day 14: Read Lesson 8.1; first Weekly Depth Review (Worksheet 8.1); Phase 2 check-in

Phase 3: Shield People and Mind (Days 15-21)

- ☐ Day 15: Lesson 5.1 and Worksheet 5.1
- ☐ Day 16: Lesson 5.2 and Worksheet 5.2; first boundary conversation
- ☐ Day 17: Lesson 5.3 and Worksheet 5.3
- ☐ Day 18: Lesson 6.1; start Worksheet 6.1 (Urge Surfing Log)
- ☐ Day 19: Lesson 6.2 and Worksheet 6.2
- ☐ Day 20: Lesson 6.3 and Worksheet 6.3
- ☐ Day 21: Weekly Depth Review; Phase 3 check-in

Phase 4: Sustain (Days 22-30)

- ☐ Day 22: Lesson 7.1 and Worksheet 7.1

- ☐ Day 23: Lesson 7.2 and Worksheet 7.2; start daily rituals
- ☐ Day 24: Lesson 7.3 and Worksheet 7.3
- ☐ Day 25: Lesson 8.2 and Worksheet 8.2
- ☐ Day 26: Practice day: full system, no new material
- ☐ Day 27: Practice day: full system, no new material
- ☐ Day 28: Weekly Depth Review
- ☐ Day 29: One-day repeat of the Focus Audit
- ☐ Day 30: Lesson 8.3 and Worksheet 8.3; retake the Self-Assessment

Phase check-ins (write two or three lines at the end of each phase)

Phase 1: what I learned about my attention:

Phase 2: how my blocks and environment are working:

Phase 3: how people and my own urges are responding:

Phase 4: what I'll carry forward:

Focus Block Log

Use this log every day from Day 8. Make copies as needed.

[illegible]

