FOCUS SPRINT REFLECTION STUDIO

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Choose one observable task before the session.

STEP 2 After the session, record focused time without judging yourself.

STEP 3 Name a small adjustment for the next sprint.

STEP 4 Which fact or document still needs checking?

FOCUS SPRINT REFLECTION STUDIO

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

TASK OR SPRINT GOAL	PLANNED FOCUS MINUTES	COMPLETED FOCUSED MINUTES	SESSION DATE	FRICTION AND NEXT ADJUSTMENT

Outstanding question or record to confirm

FOCUS SPRINT REFLECTION STUDIO

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Choose one observable task before the session.

Concrete next action

Owner / due

ACTION 2 After the session, record focused time without judging yourself.

Concrete next action

Owner / due

ACTION 3 Name a small adjustment for the next sprint.

Concrete next action

Owner / due

IMPORTANT CONTEXT

Reported minutes are self-estimates; they do not measure attention disorders or job performance.

- [ ] Source checked
- [ ] Next action assigned