Built by Olivia —

MINTORY / A REAL SAMPLE

One page. A clearer tomorrow.

Try the approach in ten minutes. No email signup. The next page is a blank daily focus sheet; the final page shows how to use it.

Choose a finish line, not a mood

'Work on the website' leaves you making the same decision every time you sit down. 'Send the revised homepage copy to Maya for review' tells you what done looks like. A useful finish line names an output, a recipient or location, and a stopping point. It is usually smaller than an entire project.

Choose a result you can influence directly. 'The client approves the proposal' depends on someone else. 'Send the proposal with two options and a reply date' is under your control. Keep the daily sheet to one main finish line and, at most, two smaller supporting tasks.

The ten-minute experiment

Choose one real task. Rewrite it as an output, reserve a workable block, and park one unrelated task. Before stopping, record the next visible action. You are testing whether starting becomes easier, not proving how much you can do.

This public sample is an excerpt and worksheet from the Fieldkit. The paid collections add complete guides and editable resources at the tier described on their product pages.

FIELDKIT 01 / PRINTABLE WORKSHEET

Daily Focus

Keep it specific. Use the smallest version that helps you decide what happens next.

DATE / AVAILABLE HOURS

ONE VISIBLE FINISH LINE

DONE MEANS / SAVED OR SENT TO

PROTECTED BLOCK: START / STOP

FIRST TWO-MINUTE ACTION

TWO SUPPORTING TASKS

NOT TODAY

CLOSING: COMPLETED / WAITING / NEXT ACTION

A worked daily focus sheet

ILLUSTRATIVE EXAMPLE / NOT A REQUIRED ROUTINE

One finish line

Send the revised homepage copy to Maya for review. Done means the three agreed changes are checked, the current file is saved as homepage-v3.md, and one review link has been sent.

Protected block

09:30-10:25. The first action is to open homepage-v2.md and locate the three recorded changes. The final five minutes are for saving, checking, and sending.

Supporting work

Send the source file another collaborator needs today. Schedule Friday's extra graphic request for an estimate rather than silently accepting it.

Not today

Portfolio grid redesign, researching a new app, and reorganizing every client folder.

Closing note

Completed: copy checked and sent. Waiting: consolidated response by Thursday. Next action: open the services-page outline and draft the first two headings. Current files: the agreed project folder.

Your turn

Take one vague task from your real list. Name the output, its destination, and a stop point. If it cannot fit a realistic block, split it before scheduling it.