

Focus Tools Print Pack

Every printable sheet from the free page at inchyapp.com/focus-tools, in one file. No sign-up, no ads. Last checked October 2, 2026.

1. Focus Session Tally Sheet (1 page)

Plan the day in timed sessions, tally the ones you finish, and note interruptions.

2. Start Ritual and Body Doubling Cards (2 pages)

A fill-in start ritual card, a body doubling plan, and a fold-up "Now working on" desk sign.

3. Task Splitter Worksheet (1 page)

The task splitter on paper: one big task, broken into small timed steps.

4. Timeboxing Day Planner (1 page)

Give each task a fixed block of time, then compare planned with actual.

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Research claims on the sheets are cited on the sheet or in the Sources list on the web page. Spotted a mistake? Tell us at inchyapp.com/contact.

Focus Session Tally Sheet

Write today's tasks. For each one, guess how many timed sessions it needs and lightly circle that many. Fill in a circle for every session you finish. Mark interruptions as they happen, then look at the totals at the end of the day.

Date: _____ **Session length:** _____ min focus / _____ min break

Task (one small, clear step)	Sessions	Inside interruptions urges to switch: tally 	Outside interruptions people, calls: tally	Done?
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			
	○ ○ ○ ○			

Came up, can wait Write urges and new tasks here instead of switching.

End of day

Sessions planned: _____ Sessions done: _____

Inside interruptions: _____ Outside: _____

One thing to change tomorrow:

Works with any timer, including the free one at inchyapp.com/focus-tools. The Pomodoro Technique® was developed by Francesco Cirillo; Pomodoro® is his registered trademark. This sheet is independent and not affiliated with him.

Start Ritual and Body Doubling Cards

Cut along the dashed line. Keep the start ritual card where you work, and use the body doubling plan to set up a session with someone else.

CARD 1

My start ritual

The same short steps every time, before you begin. Keep each one tiny and physical. Example: fill water bottle, phone in bag, open the one file, say the first step out loud, press Start.

1

2

3

4

5

Where I keep this card: _____

✂ cut here

CARD 2

Body doubling plan

Work alongside someone who is also working. You don't help each other; you keep each other company.

Who	
Where	library table / study hall / video call (camera on, mic off) / other
When	

At the start, say: "I'm going to work on _____ until _____."

At the end, check in: "I got to _____. Next time: _____."

There is little formal research on body doubling. Try three sessions with a body double and three without, and compare.

"Now working on" desk sign

Fold along the middle line so it stands up like a tent. One side faces you, one faces the room. Write with a dry-erase marker if you laminate it.

until _____

Now working on

FOCUS SESSION

fold

FOCUS SESSION

Now working on

until _____

Please come back at the break. Thank you.

Task Splitter Worksheet

Turn one big task into small steps you can actually start. A good step passes three tests: you can picture yourself doing it, you know when it’s finished, and it fits inside one timer.

The big task:

Done for today looks like:

	Step (start each with a verb: open, list, write, find, ask)	Guess	Done
1		min	☐
2		min	☐
3		min	☐
4		min	☐
5		min	☐
6		min	☐
7		min	☐
8		min	☐
9		min	☐
10		min	☐

Step 1, made smaller If step 1 still feels like too much, shrink it until it takes two minutes.

Before I stop: the very next step Write it so tomorrow’s start is already decided.

Why small steps: Bandura, A., & Schunk, D. H. (1981). *Journal of Personality and Social Psychology*, 41(3), 586–598. If-then plans: Gollwitzer, P. M., & Sheeran, P. (2006). *Advances in Experimental Social Psychology*, 38, 69–119. Interactive version: inchyapp.com/focus-tools

Timeboxing Day Planner

Give each task a fixed block of time and write it in the left column. When a box ends, stop and note where you are. At the end of the day, fill in what really happened. A week of these shows how long your tasks actually take.

Date: _____ **Must happen today:**

Time	Planned box (task)	What actually happened
7 a.m.		
8 a.m.		
9 a.m.		
10 a.m.		
11 a.m.		
12 p.m.		
1 p.m.		
2 p.m.		
3 p.m.		
4 p.m.		
5 p.m.		
6 p.m.		
7 p.m.		
8 p.m.		
9 p.m.		
10 p.m.		

Planned vs. actual. Which task ran longest over its box? By how much? Use that number next time you plan a similar task.

People tend to underestimate their own task times, and thinking about how long similar past tasks took reduces the error: Buehler, R., Griffin, D., & Ross, M. (1994). *Journal of Personality and Social Psychology*, 67(3), 366–381.