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**FOCUS**

Simple & Effective.  
**Productivity Tool.**



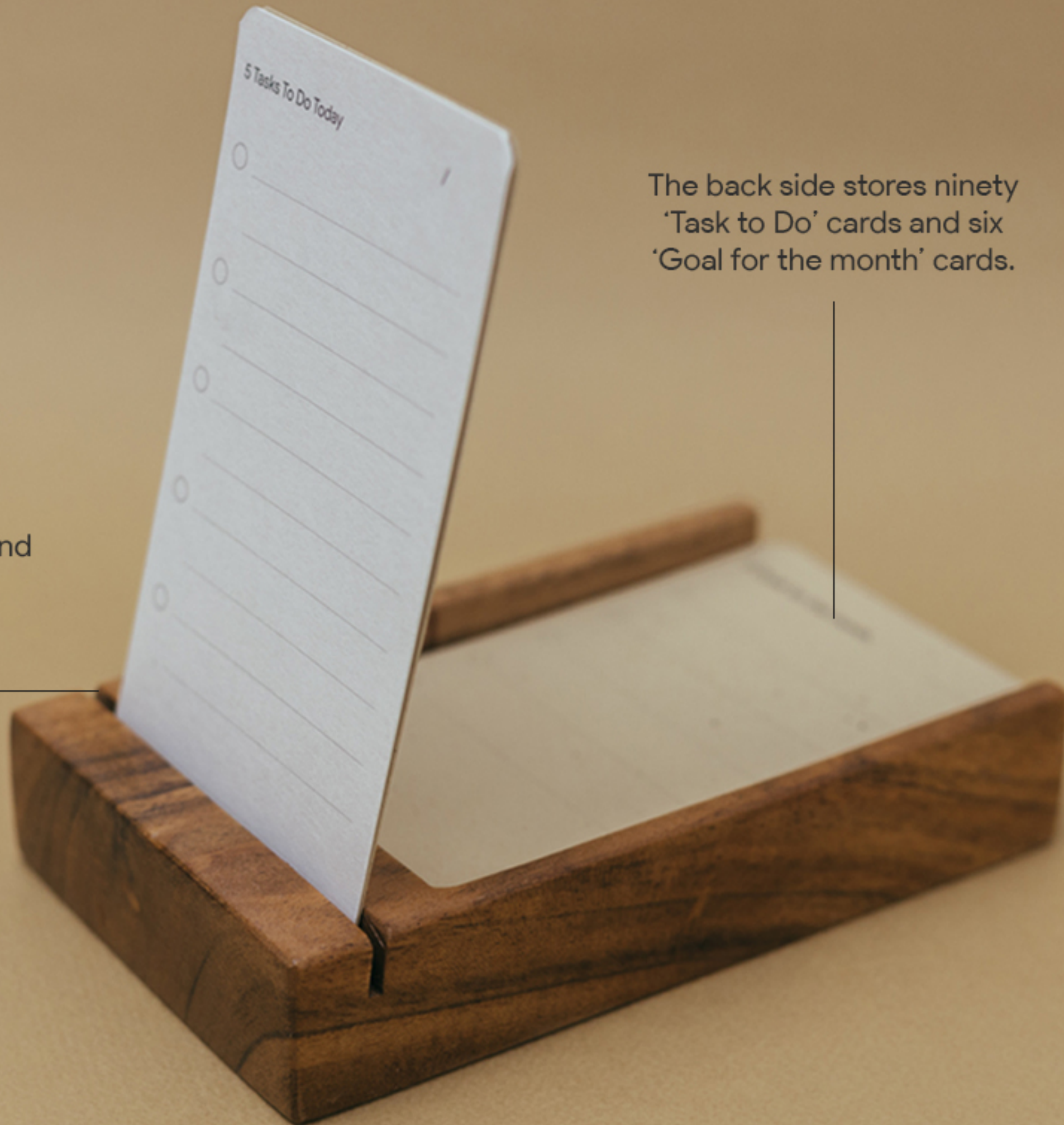


# A Simple **Productivity Tool**

Based on a 100-year-old strategy by *Ive Lee* to help people be more focussed and better at what they do.

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**FOCUS**

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FOCUS



The slot holds two cards -  
'Task to Do card' in the front and  
'Goal for the month' card  
behind it.

The back side stores ninety  
'Task to Do' cards and six  
'Goal for the month' cards.

## How to use 'Focus'?

- Make a list of **FIVE** most important tasks—in order of importance for the next day.
- Never start the next task until you have fully completed the one before it.
- Move unfinished tasks to the next day. Their priority will always be higher than that of the tasks in the new list.

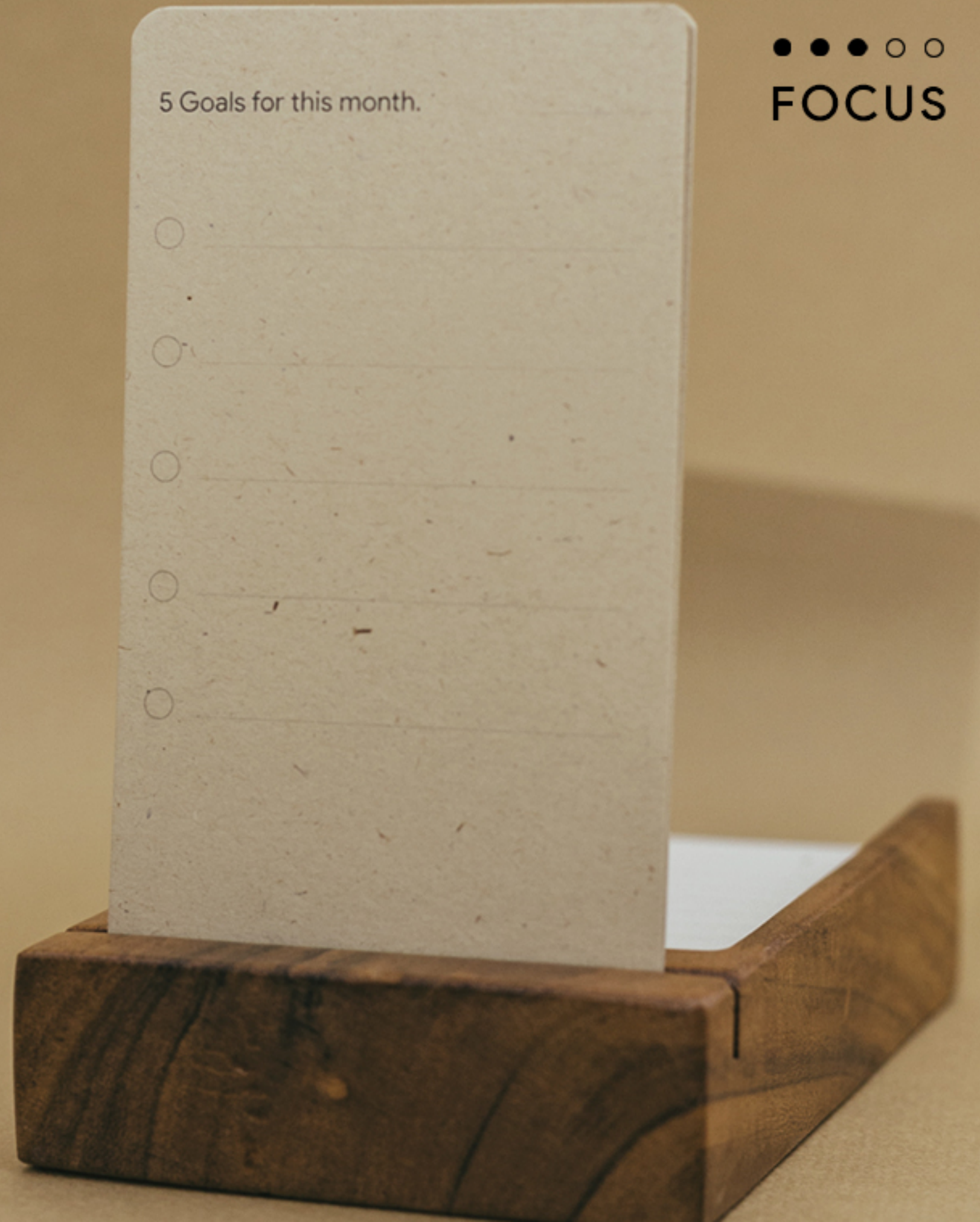




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## How to use the 'Goals' card?

- At the start of every month, write down five goals that you would like to achieve.
- 'Goal' card needs to be in the slot behind the 'Task to do' card. Use the Goals to write down the Daily Tasks.





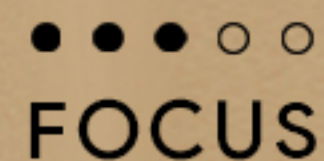
# FOCUS

Sheets

5 Goals for this month.

100% Recycled  
FSC Certified Paper

Reclaimed Wood



### The Tool box contains:

- Reclaimed Wood Block
- Focus Cards for Three Months (90 sheets of Task Cards + 6 Goal Cards)