

## Run a focused session

One block. One aim. A real finish line. This is how an hour starts to count.

- **Pick one aim you can finish**, not “do history”. Something with an end.
- **Phone in another room.** On silent is not enough.
- **Set a timer:** 25 to 40 minutes.
- **Make the first step tiny:** open the book, read one line.
- **Take a real break**, then decide if you go again.

**Tick it off** at the end. Seeing it done is how the habit sticks.

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✂ CUT HERE ✂

## When you lose focus

Your mind will wander. That is not failure. Here is the way back.

- Keep a scrap of paper for stray thoughts. Write it down, return to work.
- Do one thing at a time. Close the other tabs.
- If you stall, do the easiest part for two minutes to get moving again.
- Tired is not lazy. A short break beats an hour of pretending.

**The two-minute rule:** almost anything is easier to continue than to start.

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