

COMPANION WORKBOOK

Single-Task Focus Workbook

Install the flashlight principle: one tab, one task, one finish line
— and a place to send everything else while you work.

STONEMINDCEO

Before You Begin

This is the companion workbook for the Single-Task Focus Protocol — a repeatable session that calms your nervous system and locks you into one task at a time using the urge-wave technique. Watch the full guided protocol first; use these pages before your next deep work block.

In This Session, You'll Build

- A calm nervous-system baseline
- The “urge wave” distraction response
- A single-task time-block lock

Watch the Full Protocol

The complete guided session is on YouTube now. Subscribe to StoneMindCEO and add it to your pre-work playlist so locking in becomes automatic.

■ youtube.com/@StoneMindCEO

The Core Cues

The mechanism from the session, condensed to what you actually need at your desk.

The Flashlight

Attention spread everywhere lights up nothing. Held steady on one point, that point gets bright enough to finish.

The Mental Parking Lot

"I'm going to park it in my mental parking lot." Every stray thought gets a space to wait — not a fight to win.

Define Done

Done is binary, not a feeling. "Draft sent" — not "made progress."

The Three Rules

One tab. One task. If distracted, write it down and return.

Not Now

The response to every mid-block temptation — messages, planning, research that isn't the task.

How to use this workbook

Use the practice sheet before you start today's block — it takes under two minutes and it's the difference between a real single-task block and a session that quietly turns into five half-finished things.

Your Practice Sheet

My One Thing today is:

My finish line (what "done" looks like) is:

My time block length is:

The Three Rules — check before you start

- ☐ One tab or workspace open. Everything else closed.
- ☐ One task in front of me. Nothing else queued up "just in case."
- ☐ If I'm distracted, I write it down and return — I don't chase it.

21-Day Single-Task Tracker

Mark a box every day you run at least one real single-task block, start to finish, using the three rules.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
☐	☐	☐	☐	☐	☐	☐
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
☐	☐	☐	☐	☐	☐	☐
Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21
☐	☐	☐	☐	☐	☐	☐

Reminder: a block that ends with the finish line crossed counts, even if it was short. A long session that drifted across five tabs doesn't.