

Refocus

One-page discussion guide



Work through the stages in order.

Use the questions as prompts rather than trying to answer every one in full.

1 | Choose your focus

- What deserves your attention now— not just because it is urgent, but because it matters?
- Do you have goals you have lost sight of or not had time to focus on?
- What might you regret not working on in five years' time?
- How do the insights from your reflection earlier feed into this?
- What would be worth pursuing, even without a guarantee of success?
- **Which one topic deserves your attention first?**

2 | Connect to what matters

- How does achieving this align with your values?
- Which of your strengths will be needed to achieve this?
- What impact would achieving this have on others?
- When you picture progressing on this, what do you feel & what might that be telling you?
- What would happen if you do nothing?

3 | Create the conditions

- What is the best thing that can happen?
- What have you learnt from past situations that you can apply here?
- What would your trusted critical friend say about this?
- What do you need to let go of to make space for this?
- Who could help you think, act or stay accountable — and what will you ask them for?
- What is most likely to get in the way, and how will you respond?

4 | Commit to a first step

WHAT	What is the smallest, useful step you will take in the next few days?
WHEN	When will you do it? Allocate time for it — or swap it for something else.
WITH WHO	Who are your allies, supporters and accountability partners in this?
WHY	Why does this matter to you?
REVIEW	When will you check what happened and decide what comes next?

One chosen focus. One small, scheduled first step. A time to review.
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