FIRST EDITION / $5 USD

Small Shifts, Big Life

Part II

Focus on What Matters

A 200-page guided workbook for choosing priorities, protecting attention, and taking a meaningful project through to delivery.

24 chapters / Lessons, worked examples, practical experiments, and written reflection

The second volume in a planned five-part series.

START HERE

How to use this workbook

Read one chapter at a time. Each chapter occupies eight pages and moves from a lesson to a worked example, a personal audit, an experiment, a busy-day plan, an observation record, a review, and a transfer exercise.

Use the writing space to turn an idea into a decision. You can type answers in a separate document or print selected pages. The PDF is a write-in workbook with open response areas.

Choose one active experiment at a time. Other chapters can help you understand your plan without becoming additional daily assignments.

Examples are fictional teaching scenarios. The exercises support personal reflection and everyday planning. They are not clinical assessment or treatment.

CONTENTS / 1

Your chapter map

01 Map your current commitments / 9

02 Choose a priority for this season / 17

03 Define the result you can deliver / 25

04 Decide what is outside the project / 33

05 Separate deadlines from preferences / 41

06 Find the next visible action / 49

07 Break a deliverable into stages / 57

08 Estimate with a range / 65

BEFORE CHAPTER ONE

Your starting point

Before choosing a change, describe the season you are in. Include commitments, available time, and one unfinished project you want to move forward.

What would make the next month more workable?

CHAPTER 01 / UNDERSTAND

Map your current commitments

Before adding a project, list what already claims your time. Include care, travel, administration, and recovery as well as visible work. Separate an active promise from an interesting possibility so your schedule reflects actual responsibility.

Check the calendar as well as memory. Small recurring duties can consume a large part of the available week.

Which commitment is missing from your current plan?

CHAPTER 01 / OBSERVE

Follow a worked example

Mira thinks she has four free evenings. Her list reveals two care commitments and a recurring appointment. She chooses one evening for her application instead of filling all four.

Identify the starting situation, the change the person chooses, and the observation that could help them review it.

Which part of this example fits your situation, and which part needs changing?

CHAPTER 01 / AUDIT

Describe your current pattern

Use a recent real occasion. Record where you were, what happened just before the behavior, what you did, and what happened afterward. Separate what you observed from what you assumed.

Connect this observation to the chapter topic.

Map your current commitments

Describe one occasion and the practical consequence.

CHAPTER 01 / ACT

Try one small experiment

List your recurring and one-off commitments. Mark each as active, waiting, or optional. Identify the time each active promise needs this week.

Write a start cue, an action, a visible endpoint, and the next opportunity to try it. Check that you have the time, materials, and access required.

My experiment and the observation I will collect

CHAPTER 01 / ADAPT

Prepare for a difficult day

Check the calendar as well as memory. Small recurring duties can consume a large part of the available week.

Name a likely obstacle for this particular experiment. Choose a smaller useful version or a different opportunity. Include an explicit pause option when the context requires one.

If this obstacle happens, what will I do, and when will I review the plan?

CHAPTER 01 / NOTICE

Record what actually happened

Use this page after a real attempt. Record the date, whether the planned opportunity occurred, the action you took, and the result. Use completed, adapted, paused, or missed as a description.

Record at least one contextual detail that could explain the result. Include what helped as well as what got in the way.

Date / opportunity / action / observed result / context

CHAPTER 01 / REVIEW

Choose the next adjustment

Which commitment is missing from your current plan?

Compare your plan with your record. Identify a specific observation that supports keeping, reducing, moving, or replacing the action. Change one element so the next attempt remains interpretable.

Evidence, decision, next action, and review date

CHAPTER 01 / TRANSFER

Carry the lesson forward

Choose a second situation where this chapter could help. Identify what stays useful and what changes with the new context. Keep this as a future possibility until you have capacity to test it.

Return to the worked example if you need a concrete model.

Mira thinks she has four free evenings. Her list reveals two care commitments and a recurring appointment. She chooses one evening for her application instead of filling all four.

A second situation, the necessary adaptation, and a realistic next opportunity