



FocusWorks Planner

Think. Feel. Do.

A Reflective Planning Workbook

Focus**Works**





Welcome to your Focus Planner

If you work in the careers sector, you spend much of your time supporting others. You hold space, ask thoughtful questions and guide people through change. It is meaningful work, but it can be demanding, and it often leaves little room for you.

This workbook offers a pause. A moment to reflect on where you are right now, recognise what you have done well and consider what you need as you move into your next chapter. Take it at your own pace and use the parts that feel most helpful.

The pages follow the FocusWorks method: **Think. Feel. Do**. This structure is designed to bring clarity, reconnect you with your energy and help you choose small, sustainable next steps. No pressure and no perfection, just space to explore what matters to you.

I hope this gives you a calm, reflective moment in a busy season, and a reminder that your wellbeing and focus matter too.

Jo

Founder of FocusWorks

Registered Career Development Professional

How to Use this Workbook

This workbook is designed to be simple, flexible and gentle. You do not need a full afternoon or perfect headspace to get started. Use it in a way that supports you.

A few suggestions to guide you:

Take it one page at a time.

Dip in and out whenever you have a few minutes. There is no right order and no deadline.

Keep it light and reflective.

You are not expected to produce long answers. Short notes, bullet points and quick thoughts are more than enough.

Focus on what feels useful today.

Some pages may resonate more than others. Choose the ones that support your current mindset, energy or goals.

Be honest and kind with yourself.

This is not about judging the past you. It is about acknowledging your achievements and reconnecting with what matters.

Let the Think. Feel. Do method guide you.

You will move from clarity, to energy, to small realistic actions. This structure will help you plan in a calm and sustainable way.

Use these pages however works best for you, with a cup of tea, during a quiet moment, or across a few short sessions. This workbook is here to support you, not to add pressure.



Where To Start

You do not need to complete this workbook in order or all at once. Your time and energy matter, so choose a starting point that fits the space you have today.

Here are some simple ways to begin.

If you have 3–5 minutes: Start with What Went Well

A quick check in that helps you notice strength, progress and momentum.

- What felt good
- What you handled well
- What you want to acknowledge

Small reflections build clarity fast.

If you have 10 minutes: Try What Drained You or What You Want to Leave Behind.

These pages help you recognise patterns that have been taking up too much of your time or energy. Choose one prompt. Be honest, not harsh.

If you have longer, explore:

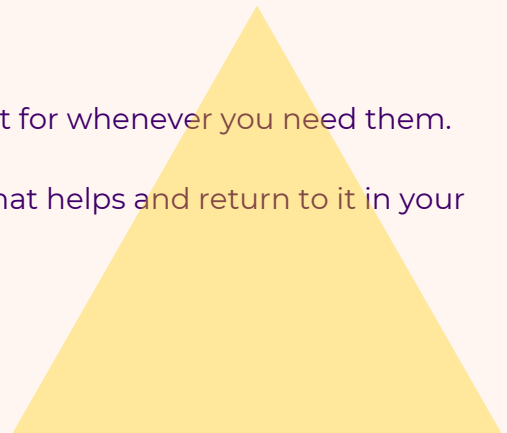
- Letting Go and Carrying Forward
- Your Think. Feel. Do. Themes
- Connecting with Your Theme

These pages help you understand the values, patterns and intentions that shape your work. Use them when you want to step back and see the bigger picture.

There is no right place to start.

Use the pages that feel relevant today and leave the rest for whenever you need them.

This workbook is a resource, not a requirement. Take what helps and return to it in your own time.





Reflection: What Went Well

Begin your reflection by recognising the things that have gone well recently.

It is easy to overlook the moments you handled with confidence or care, especially when the pace of work is fast and your focus is usually on others.

This page is your space to pause and notice the progress, strengths and achievements you might not have acknowledged.

What am I most proud of?

Think about meaningful conversations, successful sessions, projects delivered or moments where you showed resilience or leadership.

When did I make a difference?

Reflect on clients, learners, colleagues or stakeholders who benefited from your support.

What went better than expected?

It might be a difficult situation you managed well, a positive outcome for someone, or something you overcame personally or professionally.

What strengths did I use or develop?

Skills, qualities or ways of working that supported you.

Reflection: What I Learned

Reflection is not about judging what you did or did not do. It is about understanding yourself more deeply so you can make informed, confident choices moving forward.

Use the prompts to explore what you have learned about yourself, your work and your wellbeing.



What challenged me?

Think about situations, pressures or patterns that felt difficult or draining.

What did those moments teach me?

Consider the insights, strengths or boundaries that emerged from challenging experiences.

What patterns have I noticed?

Habits or responses you want to understand better or change.

Where have I grown, even if it felt uncomfortable?

Progress often comes from moments of stretch. Give yourself credit for the learning that has taken place.

What do I understand about myself now?

Skills, values, preferences or needs that have become clearer.



Letting Go and Carrying Forward

This page helps you release what no longer supports your focus and bring forward the habits, strengths and intentions that will help you move into your next chapter with clarity.

This is your space to decide what moves with you and what stays behind.

Let Go Of... (Choose up to 3)

- This habit is draining me: _____
- This belief holds me back: _____
- This pattern feels unsustainable: _____
- This expectation is too heavy: _____
- This routine no longer serves me: _____
- Add your own: _____

Carry Forward... (Choose up to 3)

- This habit supports me: _____
- This relationship lifts me: _____
- This strength helps me grow: _____
- This boundary protects my wellbeing: _____
- This practice keeps me focused: _____
- Add your own: _____



My Focus Areas: Think. Feel. Do

Use the FocusWorks method to choose three areas of focus that will guide your next chapter.

Each area represents a different part of your experience: clarity, energy and action.

THINK

This theme supports how I think, reflect and understand myself.

- What do I need more clarity or space around?
- What helps me think clearly and with confidence?
- Which word captures the mindset I want to strengthen?

FEEL

This theme supports how I want to feel, connect and experience my work and life.

- How do I want to feel more often in my work and life?
- What supports my energy and wellbeing consistently?
- Which word reflects the emotional tone I want to carry forward?

DO

This theme supports how I take small, sustainable steps forward.

- What small shifts or actions would help me move forward?
- What do I want to build, strengthen or practice next?
- Which word describes the momentum I want to create?



Connecting with Your Theme

You chose your **Think. Feel. Do** themes on the previous page. This page helps you explore one of them in more depth to understand what it means in your daily life. Choose one theme that feels important to you right now. This might be something that keeps coming up, something you want more of, or something you're trying to reconnect with.

What this theme brings into my life:

- What shifts in me when this theme is present; emotionally, mentally, or physically?
- If I imagined my best day with this theme guiding me, what would feel different?

What becomes easier when I honour this:

- What tension or friction tends to disappear when I take this theme seriously?
- Where in my life do I notice “I’m at my best” when this theme is showing up?

How can I bring more of this into my daily or weekly routine?

- What’s one small action I’ve been avoiding that would support this theme?
- If I chose to act on this for just five minutes this week, what would I do?



Patterns to Notice and Patterns to Break

Use this page to explore the habits, reactions, or routines that shape how you show up.

This isn't about judging yourself, it's about noticing what helps you and what gets in the way.

Patterns that support me:

- When things go well for me, what am I usually doing differently?
- What strengths or qualities do I lean on without even noticing?

Patterns that hold me back:

- What do I tend to do when I'm stressed, tired or overwhelmed?
- What's the story I tell myself in those moments, and is it actually true?

What I want to do differently next time:

- If I pressed "pause" instead of reacting on autopilot, what might become possible?
- What would a small, kinder, more intentional version of "different" look like for me?

One pattern I'm ready to loosen my grip on:

- What would change for me if this pattern had a little less power?
- What support would make that feel easier?

A large, hand-drawn rectangular box with a thick, textured border, intended for writing answers to the reflection questions.

Introducing your Action Plan

You have spent time noticing what has supported you, what has drained you and what matters most as you move into your next chapter. Before you take action, it helps to bring this together with intention.

The **Think. Feel. Do.** Action Plan is a simple framework that helps you turn insight into small, sustainable steps. It is not about doing more. It is about choosing the right things with clarity.

This page supports you to:

- Think about what you want to focus on
- Feel into what you need to work well
- Do the one small step that will move you forward

You do not need a full strategy.

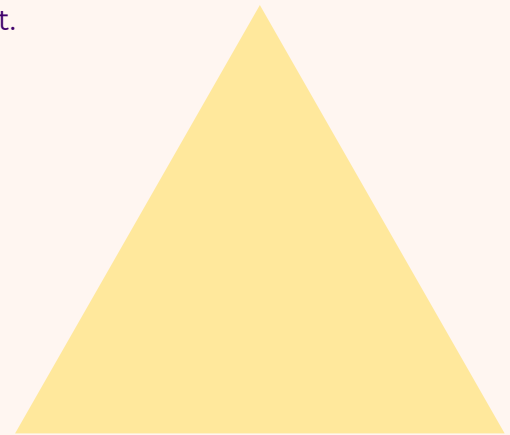
You do not need to get it perfect.

You simply need a direction that feels honest and manageable.

When you are ready, move to the next page and use the **Think. Feel. Do.** structure to capture one clear focus and the first steps that support it.

Start small. Stay consistent.

This is how sustainable change is built.



FocusWorks Action Plan

THINK: Clarify your aim and understand what you want to focus on.

- What I want to focus on right now
- Why this matters
- What a successful outcome would look like
- What I already know about myself in this situation

FEEL: Explore your emotions, patterns and inner resources.

- How I feel when I think about this aim
- What emotions or reactions show up for me
- What patterns might help me or hold me back
- What support, boundaries or conditions would make this easier

FocusWorks Action Plan

DO: Shape your actions in a simple, achievable and flexible way.

- One small step I will take this week
- What I will remove or reduce to make space for this
- How will I know I'm making progress
- What I will celebrate when I take this step

Snapshot Summary

Use this page to bring everything together. Look back over your notes and capture the insights, patterns and intentions that feel most important.

Keep it simple. Keep it honest. This summary is for you.

Top Three Insights: What stood out or surprised you as you worked through the pages?

1. _____
2. _____
3. _____

My Strengths to Carry Forward: Which strengths, skills or qualities supported you this year?

1. _____
2. _____
3. _____

What I Am Letting Go Of: Patterns, pressures or habits that no longer help you.

1. _____
2. _____
3. _____

My Think. Feel. Do. Themes: Choose the themes that will guide your next steps.

Think: _____

Feel: _____

Do: _____

My Next Small Step: One simple, sustainable action for the week ahead

One Boundary That Will Support Me: A clear boundary that protects your focus or energy.

What I Want to Revisit Later: Anything that needs more time, space or reflection.



A Note to You

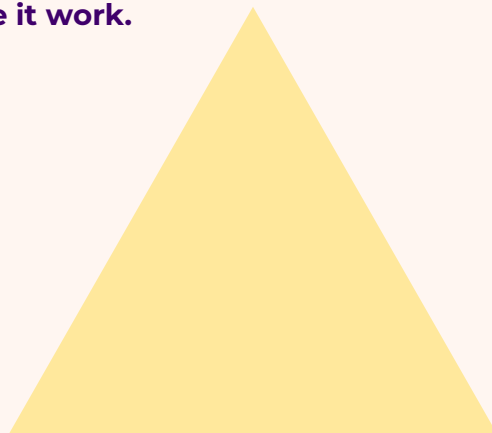
Thank you for taking the time to use this workbook.

Taking time to pause, reflect and plan is not always easy, and it is worth acknowledging the effort you have put in.

You do not need perfect answers. You do not need to rush. What matters is that you have taken a step toward understanding what supports you and what helps you move forward. Use these pages whenever you need clarity or a reset.

You are capable of making steady progress. Keep things simple.

Find your focus, and make it work.



If you Want More Support

FocusWorks offers coaching, training and resources to help you stay focused, confident and grounded in your work and life. Here are ways we can continue working together:

One to One Coaching

Personalised support to help you build clarity, confidence and sustainable habits.

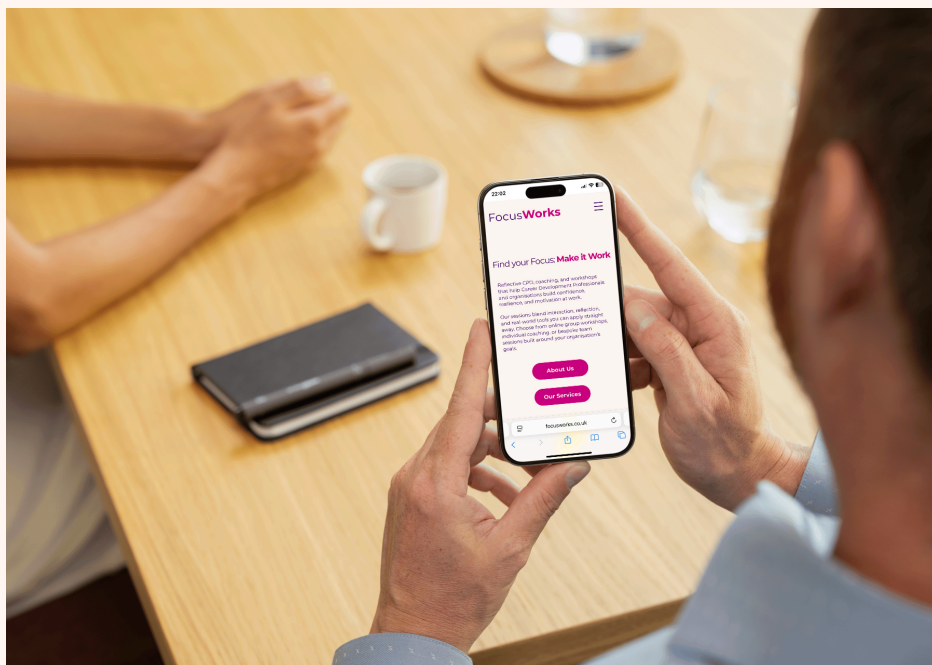
Workshops

Interactive sessions on time management, mindset, wellbeing, resilience and career development.

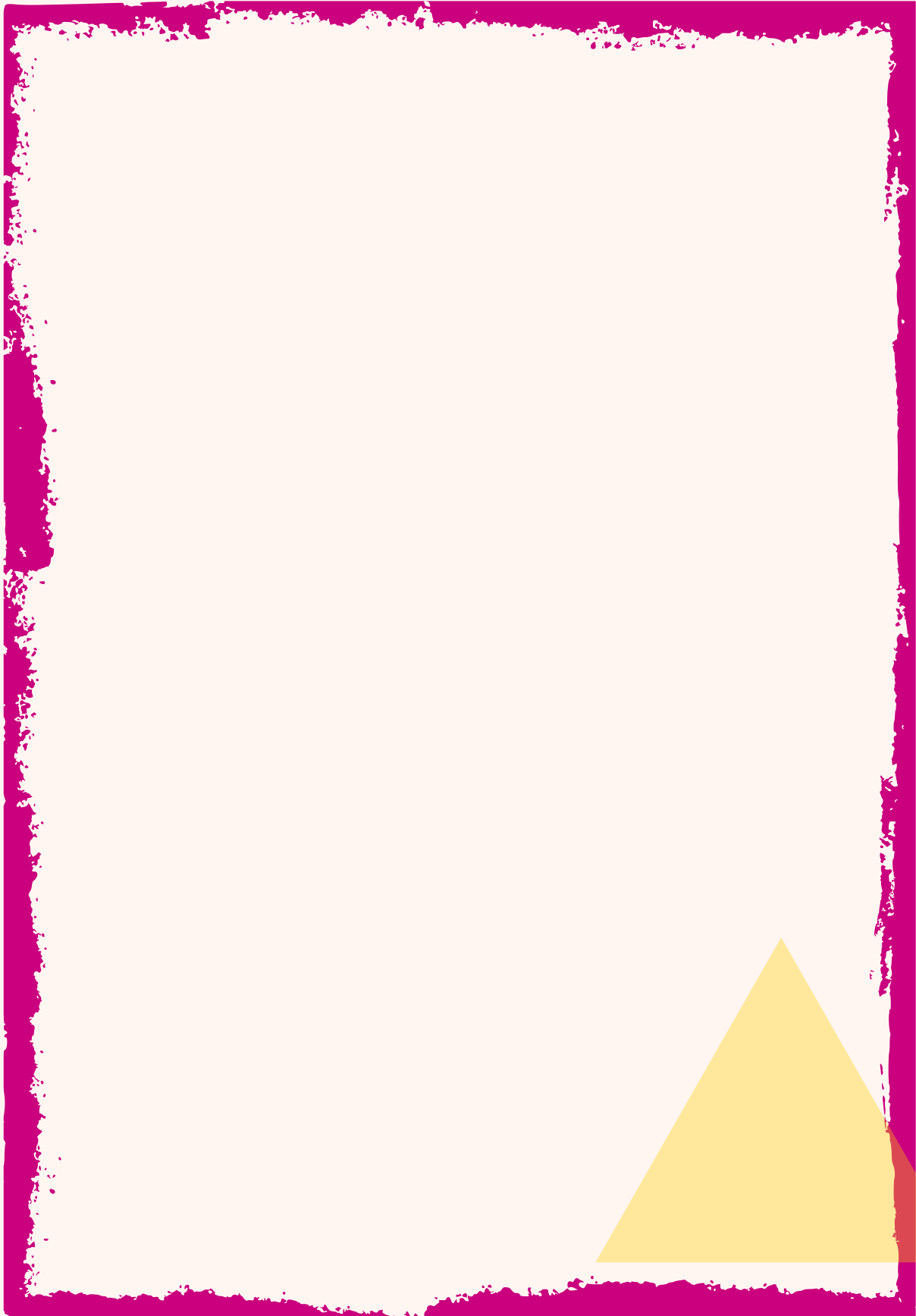
Templates and Tools

Practical resources designed to help you manage your time, plan your workload and support your wellbeing.

If you would like more information or want to talk about what support might suit you, you can reach me at hello@focusworks.co.uk



Extra Reflection Space



Extra Reflection Space

