

Time Frame	Custom Time	Sample	Day 1	Day 2	Day 3
4 am - 5 am					
5 am - 6 am					
6 am - 7 am					
7 am - 8 am					
8 am - 9 am		5			
9 am - 10 am		4			
10 am - 11 am		1			
11 am - 12 pm		1			
12 pm - 1 pm		5			
1 pm - 2 pm		2			
2 pm - 3 pm		2			
3 pm - 4 pm		5			
4 pm - 5 pm		3			
5 pm - 6 pm		5			
6 pm - 7 pm					
7 pm - 8 pm					
8 pm - 9 pm					
9 pm - 10 pm					
Total Hours		10			
Coherence Score Subtotal		33			
(Score Subtotal / Total) = Coherence Score		3.3			

3 Focus Areas

Instructions

- Write down your 3 biggest areas of focus. Then for the next three days, set a timer to go off every hour during the day. Yes, this is tedious but necessary to get an honest appraisal of your working day.
- Once the timer goes off, reset it, and place a value in the table below corresponding to the quality of the hour spent, this is your Coherence Score. Your options are:
 - Non-Urgent and Important.
 - Urgent and Important
 - Urgent but Not Important.
 - Not Important or Urgent.
 - Mixed Value, Uncertain.
- You don't have to fill out the entire time range, however you do want to be consistent from day to day to ensure we're comparing apples to apples.
- Tabulate your Coherence Score under each day and divide it by the number of recorded hours for that day.
- The lower the score, the higher your flow coherence, or your ability to do important, non-distracted work.

