IKIGAI BYTES
CALM PRODUCTIVITY

FREE TEMPLATE

A flexible WFH template for real-life days

Five anchors, three ways to use them

This template is built around five simple anchors: a start cue, a focus session, a proper break, one human activity, and a shutdown.

You don't have to do the same amount every day.

On a higher-energy day, your focus session might include deep work followed by lighter tasks or communication. On a lower-energy day, it might be one essential task. If the day gets completely disrupted, shrink the routine even further: do what matters most, communicate anything urgent, and stop.

My goal isn't to make you tick every box. It's to have a routine you can adjust without throwing the whole day away.

Anchor	🌤 Higher-energy day	🌥 Lower-energy day	⛅ Disrupted day
Start cue	Complete your usual start cue, then choose two meaningful priorities.	Use a shortened start cue, then choose one essential priority.	Do one tiny action that signals, "I'm beginning."
Focus session	Do one deep-focus session for demanding work. Add a light-focus session for communication, admin or other lighter tasks.	Choose one short deep- or light-focus session for what matters most. Add another only if you have the capacity.	Do one essential task or the next two-minute step.
Break	Take a proper break away from the screen before continuing.	Take a longer recovery break. Return only if continuing feels realistic.	Step away, reset and decide what can wait.
Human activity	Do something that makes the day feel human: walk, pray, read, call someone, cook or enjoy a hobby.	Choose a low-effort version, such as sitting outside, stretching, praying or listening to something calming.	Choose one small grounding activity if possible. Or skip it without guilt.
Shutdown	Review what is done, note tomorrow's first task, close your books and turn off your gadgets.	Use the same shutdown, but finish earlier if needed.	Communicate anything urgent, note what can wait and stop.

🌱 A NOTE ON FOCUS TYPES

Deep focus needs quiet, uninterrupted concentration, like writing, SEO research, studying or strategy. Light focus includes communication, admin, reviewing the day, planning, emails, notifications and messages. These tasks need less concentration but can still be mentally draining. Depending on your energy, you can do one deep-focus session, one light-focus session, or both.

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