

6 WEEK FOCUS PROGRAMME

Course Outline



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Focus Coaching 6 Week Business Productivity & Accountability Programme

A practical six-week programme designed to help business owners and managers improve productivity, take control of their time, overcome procrastination and consistently move important business goals forward.

Week 1 – Discovery & Goal Setting

What we'll cover

- Review the Business Assessment Questionnaire
- Identify the key challenges affecting productivity and progress
- Identify current strengths and areas for improvement
- Set clear goals (SMART)
- Establish the actions needed to achieve those goals

What you will gain

- A clear understanding of what's holding you back
- Greater clarity about what you want to achieve
- Specific goals rather than vague intentions
- A clear starting point for the programme

Key outcome:

Clarity about where you are now and where you want to go.

Week 2 – Productivity & Time Management

What we'll cover

- Identify where time is being lost
- Recognise common time wasters and distractions
- Understand the difference between being busy and being productive
- Introduce **Time Blocking**
- Identify **MITs – Most Important Tasks**
- Build a more structured working week

What you will gain

- Better control over your working day
- A clearer understanding of where your time goes
- A practical system for prioritising important work
- More time for activities that move the business forward

Key outcome:

Spend less time reacting and more time working on what matters.

Week 3 – Overcoming Procrastination

What we'll cover

- Understand the reasons behind procrastination
- Identify patterns of avoidance and overwhelm
- Recognise tasks that are being repeatedly put off
- Learn how to break large projects into smaller, manageable tasks

- Use practical techniques to get started
- Turn "I'll do it later" into a clear next action

What you will gain

- Greater awareness of what's causing procrastination
- Tools to overcome the feeling of being overwhelmed
- A practical way to tackle difficult or delayed projects
- Greater confidence in taking action

Key outcome:

Stop putting important work off and start making progress.

Week 4 – Focus, Systems & Delegation

What we'll cover

- Identify tasks that don't need to be done personally
- Create a **Stop Doing List**
- Identify opportunities to delegate
- Look at simple automation opportunities
- Identify repetitive tasks that could be streamlined
- Reduce unnecessary work and distractions

What you will gain

- More time to concentrate on high-value activities
- Greater awareness of what you should stop doing
- Opportunities to delegate and automate
- More efficient ways of working

Key outcome:

Create more capacity by doing less of the work that doesn't need you.

Week 5 – Consistency & Building Better Habits

What we'll cover

- Measure progress towards the goals established in Week 1
- Identify what's working and what's not
- Explore the habits that influence productivity
- Identify unhelpful patterns
- Develop practical habits that support better performance
- Create routines that make productivity more consistent

What you will gain

- A clear picture of your progress
- Greater awareness of your working habits
- Practical strategies for maintaining momentum
- Better consistency rather than relying on motivation

Key outcome:

Turn good intentions into repeatable habits and consistent action.

Week 6 – Reflection & Future Planning

What we'll cover

- Review what has been achieved over the six weeks
- Compare progress against the original goals
- Identify successes and areas still requiring attention

- Identify the systems and habits that should continue
- Create a personal **Weekly Accountability Routine**
- Set priorities and actions for the weeks ahead

What you will gain

- Recognition of what you have achieved
- A practical system for maintaining accountability
- A clear plan for continuing their progress after the programme

Key outcome:

Leave with a sustainable system for staying focused and accountable.

What Clients Can Expect to Achieve

By the end of the six weeks, clients will have:

- **More Focus**

A clearer understanding of what deserves their attention and what doesn't.

- **Better Time Management**

Practical tools to organise their working week and prioritise important tasks.

- **Less Procrastination**

Strategies for overcoming avoidance and breaking overwhelming projects into manageable actions.

- **Greater Productivity**

More time spent on work that contributes to their business goals.

- **Better Systems**

Identified opportunities to stop, delegate, streamline and automate unnecessary work.

- **Improved Consistency**

Habits and routines that help you maintain progress instead of constantly starting over.

- **Ongoing Accountability**

A simple weekly routine to keep you focused on their priorities and commitments.
