

Personal Productivity & Focus

How Might We Statement: An individual brainstorming ways to optimize daily scheduling and focus.

Brainwriting Round	Idea 1	Idea 2	Idea 3
Round 1	Block calendar mornings for deep focus work	Use a physical Pomodoro timer	Turn off all non-urgent notifications
Round 2	Auto-decline meetings before 11:00 AM	Track Pomodoro cycles in a dedicated notebook	Batch review Slack and emails three times a day
Round 3	Use the Pomodoro timer during morning focus blocks for strict focus intervals	Only open communication tools during batched afternoon periods	Use the Pomodoro timer during morning focus blocks for strict focus intervals
Round 4	Adopt a four-day deep work week with extended daily focus blocks	Hire an executive assistant to screen and manage incoming messages	Adopt a four-day deep work week with extended daily focus blocks
Round 5	Block calendar mornings for deep focus work	Use a physical Pomodoro timer	Turn off all non-urgent notifications
Round 6	Auto-decline meetings before 11:00 AM	Track Pomodoro cycles in a dedicated notebook	Batch review Slack and emails three times a day