

The Steady Mind Workbook

Small daily habits for focus, calm and follow-through.

- 01 Notice your starting point ✓
- 02 Choose who you're becoming ✓
- 03 Build focus blocks ✓
- 04 Talk to yourself like a coach ✓
- 05 Stay calm under pressure ✓
- 06 Rest and recharge ✓
- 07 Your 30-day plan ✓

START HERE

Before You Begin

A steady mind isn't something you're born with or without. It's mostly built from small habits: how you start your day, where your phone is, what you say to yourself when things go wrong. This workbook helps you pick a few and practise them.

How to use it

- Print it, or copy the tables into a notebook.
- Do one step at a time. Most take 10 to 20 minutes.
- Pick what fits your life and skip the rest. Small and steady beats big and short-lived.
- Come back in 30 days and do Step 01 again to see what changed.

What's inside

STEP	TOPIC	YOU'LL FINISH WITH
01	Your starting point	A quick self-check you can repeat later
02	Who you're becoming	A one-line identity and three small habits
03	Focus blocks	A simple routine for distraction-free work
04	Coach-style self-talk	Kinder, more useful ways to talk to yourself
05	Calm under pressure	A breathing reset and a few if-then plans
06	Rest and recharge	A short evening routine
07	30-day plan	A checklist and daily tracker

A QUICK NOTE

This is everyday self-help, not therapy or medical advice. If stress or low mood feels heavy for more than a couple of weeks, talking to a doctor or counselor is a strong next step. In the U.S. you can call or text 988 any time.

STEP 01

Notice Your Starting Point

Before changing anything, take an honest snapshot. No judging, just noticing. Rate each line from 1 (rarely) to 5 (most days).

THIS PAST WEEK...	TODAY	IN 30 DAYS
I could focus on one task without drifting		
I followed through on what I planned		
I felt rested when I woke up		
I handled stress without spiralling		
I spoke to myself kindly after a mistake		
I spent time on something that matters to me		

Three quick questions

QUESTION	MY ANSWER
What drains my focus most often?	
When do I feel at my best during the day?	
What's one thing I'd like to feel more of?	

STEP 02

Choose Who You're Becoming

Habits stick better when they connect to who you want to be. Instead of "I want to finish things," try "I'm someone who finishes what I start." Then let small actions prove it, one day at a time.

This idea is popular in habit books such as James Clear's *Atomic Habits*, which calls it identity-based habits.

Write your sentence

MY ANSWER
I'm becoming someone who...
A person like that usually...
The smallest proof I can give today is...

Shrink the habit

Make each habit so small it feels almost too easy. You can always do more, but the tiny version keeps the chain going on hard days.

BIG GOAL	TINY DAILY VERSION
Read more	Read 2 pages before bed
Get fit	Put on walking shoes and step outside
Be more focused	One 25-minute focus block

STEP 03

Build Focus Blocks

Focus is easier to protect than to force. A focus block is a set stretch of time for one task, with distractions moved out of the way first.

The routine

WHAT TO DO	
1. Pick one task	Write it down in a single line. Not "work on project," but "draft the first page."
2. Clear the space	Phone in another room or a drawer, notifications off, extra tabs closed.
3. Set a timer	Start with 25 minutes. Grow to 45 or 50 when it feels easy.
4. Park stray thoughts	Jot sudden to-dos on a notepad and get back to the task.
5. Take a real break	5 to 10 minutes away from screens: stand, stretch, get water.

The 25-minute timer comes from the Pomodoro Technique, created by Francesco Cirillo. A 2017 study by Adrian Ward and colleagues at the University of Texas found that people did slightly better on attention tasks when their phone was in another room rather than on the desk.

My distraction list

WHAT USUALLY PULLS ME AWAY	MY FIX

STEP 04

Talk to Yourself Like a Coach

Everyone has a voice in their head. A good coach is honest but encouraging, and always points to the next play. Try talking to yourself the same way.

UNHELPFUL THOUGHT	COACH-STYLE VERSION
"I always mess this up."	"That one didn't go well. What's one thing I'll do differently next time?"
"I'm so far behind."	"I'm starting from here. What's the next small step?"
"I'm not a disciplined person."	"I'm building discipline, one small promise at a time."
"Why bother?"	"Ten minutes is better than zero. Let's start."

Researchers such as Kristin Neff have studied self-compassion, treating yourself with the kindness you'd show a friend. It isn't about letting yourself off the hook; it can make it easier to try again.

My turn

A THOUGHT I OFTEN HAVE	WHAT MY COACH WOULD SAY

STEP 05

Stay Calm Under Pressure

You can't avoid every stressful moment, but you can have a plan ready for when one shows up.

A one-minute breathing reset

- Breathe in through your nose for a count of 4.
- Breathe out slowly through your mouth for a count of 6.
- Repeat 5 to 6 times. A longer out-breath helps many people feel calmer.
- Then ask: **what's the next small step?**

If-then plans

Decide in advance what you'll do when a tricky moment comes. Psychologist Peter Gollwitzer calls these implementation intentions, and his research found they help people follow through on goals.

IF...	THEN I WILL...
I open social media during a focus block	close it and write the urge on my notepad
I feel overwhelmed by my to-do list	pick the one task that matters most today
I miss a day of my habit	do the tiny version tomorrow. Never miss twice.

STEP 06

Rest and Recharge

Focus and mood both run on rest. You don't need a perfect routine, just a few steady basics.

BASIC	A SIMPLE START
Sleep	Aim for a regular bedtime. The CDC suggests adults get 7 or more hours a night.
Wind-down	Screens off 30 minutes before bed. Read, stretch or tidy up instead.
Movement	A 10-minute walk counts. Daylight in the morning helps many people wake up.
Breaks	Step away from the screen every hour or so, even for two minutes.
Connection	Message or call one person you like each week.

My evening routine

TIME	WHAT I'LL DO
	Screens off
	Write tomorrow's one most important task
	Lights out

STEP 07

Your 30-Day Plan

Four weeks, one focus per week. Tick each item when it's done.

WEEK	ACTION	DONE
WEEK 1: NOTICE	Do the self-check in Step 01	
	Write your identity sentence (Step 02)	
	Pick one tiny daily habit	
WEEK 2: FOCUS	Do at least three focus blocks	
	Fill in your distraction list	
	Keep your phone out of the room for one block	
WEEK 3: STEADY	Practise the breathing reset daily	
	Write three if-then plans	
	Rewrite one unhelpful thought each day	
WEEK 4: RECHARGE	Follow your evening routine five nights	
	Take one screen-free walk	
	Redo the self-check and compare	

Habit tracker: tick each day you do your tiny habit

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

KEEP GOING

Next Steps

You've got a simple system now. The real progress comes from repeating it, especially on the days you don't feel like it.

PUT CONSISTENCY TO WORK

The Consistent Creator is our short PDF guide to showing up regularly when you create content online. It uses the same ideas as this workbook: small habits, simple systems and starting before you feel ready.

See The Consistent Creator →

This is ApexShiftHub's own paid guide.

WANT MORE HELP GETTING STARTED?

Stop Procrastinating is a short ebook from an independent author. According to the seller, it explains why we put things off and includes 20+ exercises you can try right away. Priced at €27 (about \$30).

Take a look at Stop Procrastinating →

Affiliate link: we may earn a commission at no extra cost to you.

Want to read more?

Atomic Habits by James Clear, *Deep Work* by Cal Newport and *Self-Compassion* by Kristin Neff are popular, easy-to-read books on these topics. Your local library likely has them.

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