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FREE RESOURCE — WORKSHEET

Focus Session Tracker

A Pomodoro-style log for 25-minute focus sessions with a distraction tally, so you can see what breaks your concentration and fix it.

25 + 5	12	5	7
MINUTES PER ROUND	SESSIONS A DAY	DISTRACTION CODES	DAYS PER TRACKER

POMODORO · DISTRACTIONS · FOCUS SPAN · ENVIRONMENT

PREPARED BY	CATEGORY	EDITION	LATEST VERSION
BrightStudy	Focus and wellbeing	2026, A4 PDF	brightstudy.ai/resources/pomodoro-focus-tracker

What is inside

The Pomodoro technique is simple: twenty-five minutes of work, five minutes off, a longer break after four rounds. What makes it powerful is the record. This tracker logs each session with its task, a tally mark for every distraction you noticed, and a one-word note on what the distraction was. After a week you can see your real focus span, your most common interruption and your best time of day, and the adjustment page helps you change the session length and environment to match.

SECTIONS

1. The technique and the codes
2. Day 1 log
3. Day 2 log
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9. Weekly review and adjustments

WHO IT IS FOR

Students who sit down to study and find an hour has gone with little to show for it, and anyone studying at home with a phone nearby.

WHAT IS INCLUDED

- The technique on one page, with the rules that make it work
- Daily session log for up to twelve sessions with a distraction tally
- Distraction codes so patterns are visible
- Weekly review: real focus span, top distraction, best time of day
- Adjustment guide for changing session length and environment

01

The technique and the codes

ONE ROUND

1. Choose one task and write it in the log. Not "revise Biology" but "enzymes: cue questions and flashcards".
2. Phone out of the room. Timer set for 25 minutes.
3. Work. When a distraction arrives, tally it, code it, return.
4. Timer goes: stop, even mid-sentence. Tick the session. Five-minute break, standing up.
5. After four rounds, a 20-30 minute break away from the desk.

DISTRACTION CODES

CODE	DISTRACTION	USUAL FIX
P	Phone or notification	Different room, not just face down
T	Thought about something else (a worry, a plan)	Write it on the "later" line and let it go
E	Environment: noise, people, temperature	Headphones, a different place, a different time
U	Unclear task: not sure what to do next	Rewrite the task so the next action is obvious
B	Body: hungry, tired, restless	Eat first; study earlier; use the break to move

02

Day 1 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

03

Day 2 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

04

Day 3 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

05

Day 4 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

06

Day 5 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

07

Day 6 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

08

Day 7 log

Date _____. One row per 25-minute session. Tally every distraction; code the main one.

#	START	TASK (SPECIFIC)	DISTRACTION TALLY	MAIN CODE	DONE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

"LATER" LINE: THOUGHTS THAT ARRIVED MID-SESSION, TO DEAL WITH AFTER

09

Weekly review and adjustments

THE NUMBERS

MEASURE	THIS WEEK	LAST WEEK
Sessions completed		
Average distractions per session		
Most common code		
Best time of day (fewest distractions)		
Worst time of day		

ADJUSTMENT GUIDE

IF…	THEN TRY…
Most tallies are P	Phone in another room; app blockers during study hours
Most tallies are T	Two minutes of writing worries down before the first session
Most tallies are U	Plan tasks the night before using the daily checklist resource
Distractions rise after session 3	Take the long break earlier; study in two shorter blocks
Few distractions, sessions feel too short	Try 35 or 40-minute sessions with a 7-minute break
Mornings far better than evenings	Move the hardest subject to the morning

One change for next week:

Keep going

BRIGHTSTUDY

This resource covers the part of studying that happens away from a screen. BrightStudy does the rest: upload your notes, slides or recordings and it turns them into Study Docs, flashcards and exam-style questions, then schedules your reviews with spaced repetition. There is a free plan to get started.

PAIRS WELL WITH FOCUS AND WELLBEING

FEATURE	WHAT IT DOES	LINK
Study Calendar	Plan revision, exams, deadlines and events.	brightstudy.ai/features/study-calendar
Themes	Choose the look and atmosphere of your study space.	brightstudy.ai/features/themes
AI Tutors	Ask questions and explore difficult concepts.	brightstudy.ai/features/ai-tutors
Progress Analytics	Track your study activity and performance.	brightstudy.ai/features/progress

RELATED RESOURCES

RESOURCE	LINK
Sleep and Energy Log	brightstudy.ai/resources/sleep-and-energy-log
Exam Stress Toolkit	brightstudy.ai/resources/exam-stress-toolkit
30-Day Study Habit Tracker	brightstudy.ai/resources/study-habit-tracker

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