



## Focus Steps

**S** Strive to be my best.  
I bring energy and attention to what I do.

**U** Understand my priorities.  
I make a list of what is important.  
I put a number on my ideas and what I want to do.

**C** Come up with a plan.  
I write down when I want to start, what steps I need to take and by when I should be finished if I follow my plan.

**O** Organise my thoughts.  
I write down my ideas so that I don't forget anything. I make lists when necessary or write down important information so that nothing gets lost in my brain.

**F** First things first.  
I divide what I need to do between important, less important and not important. Important things should always come first. I understand that some things may seem urgent, but they are not important.