

THE 10× FOCUS MAP

Find the work that multiplies your wins — even if you're not doing it yet.

USE THIS WHEN...

- You feel busy but not better.
- You're productive but not progressing.
- You suspect you're climbing the wrong ladder.
- You want to discover the work that creates disproportionate results.
- You're ready to replace "more effort" with "better direction."

Use this when you want clarity on what you should stop, start, and protect.

HOW TO USE THIS TOOL

- 1. Start with your current load.**
See what's draining you and what's sustaining you.
- 2. Name your Top 5 efforts.**
List where your time actually goes.
- 3. Evaluate honestly.**
Some things give less than they take.
- 4. Explore what's missing.**
Identify new activities, habits, or skills that aren't in your routine yet — but could multiply your future.
- 5. Choose your 10× Lever.**
Pick the one thing (existing or new) that will create the biggest shift.
- 6. Protect it with time and habit.**
Mastery grows from focused repetition.

Do this weekly. Clarity compounds.

THE 10× FOCUS MAP

1. Spot the Energy Leaks

Where am I pushing too hard for too little?

I'm working hard on...	What am I really getting from it?	How do I feel after? (1–5)

You'll feel the truth when you see it.

"Ay oo nga... nakakapagod pero walang patutunguhan."

2. Map Your Top 5 Efforts

Where does my week actually go?

Effort #	What am I doing?	Why am I doing it?	Hours per week
1			
2			
3			
4			
5			

If I stop doing ONE of these completely... what truly breaks?

Often, the answer is: *Not much.*

3. Explore the Missing Moves

*What am I **not** doing that could change everything?*

Think of skills, habits, projects, or improvements you've avoided, postponed, or never considered.

Examples (as hints, not constraints):

- Learning a new high-impact skill
- Improving one system or process
- Creating a weekly ritual
- Designing a product or asset
- Practicing a habit that simplifies everything else

List 3–5 possible “unseen levers.”

Possible Lever (Not Doing Yet)	Why it matters	Potential Impact (1–5)

Sometimes the best lever is hiding in the “not yet.”

4. Find Your 10× Lever

Which move — old or new — multiplies everything?

Rate the existing efforts **and** the new possibilities.

Activity / Habit / Project	Impact (1–5)	Energy Cost (1–5)	Notes

My 10x Lever Is:

(Choose ONE — the highest impact with the lowest long-term cost.)

If I focus on this, what could multiply?

Clients? Skills? Confidence? Time? Income?

When you find it, you'll feel a quiet click.

Ito na 'yun.

5. Protect the Lever

Mastery starts when you make room for what matters.

A. Time Block It

- Day/s: _____
- Time block: _____
- Minimum minutes per session: _____

B. Shrink It to a Tiny Daily Action

What's the smallest version of this lever you can do on any day?

My tiny action: _____

C. Create an Environment Hook

- Visual trigger: _____
- People trigger: _____
- Place trigger: _____

Small cues beat strong intentions.

Wala na, laglag na ang excuses.

6. Review the Week

Did I honor the lever?

1. **Did I protect my 10× lever? Why or why not?**

2. **What shifted because I focused on this?**

- ☐ ☐ I felt clearer
- ☐ ☐ I did better work
- ☐ ☐ I used less effort
- ☐ ☐ I saw a bigger result

Notes: _____

3. **Do I keep the same lever next week?**

☐ ☐ Yes

☐ ☐ No — New lever: _____

Reminder

**Your best work isn't always in what you're doing today.
Your 10× lever might be waiting in what you have not begun.**