



# Time Locks - Focus

- › A Time Lock is the practice of **making an appointment with yourself.**
- › It is creating time periods that are **totally free of interruption** (other than emergencies).
- › It is for the purpose of **absolute focus.**
- › The key to making a Time Lock work is to **not violate the Time Lock** and for **others to respect your Time Lock.**
- › During a Time Lock you need to **maintain your focus** and others need to operate as if you were not there.



FOR BUSINESS