

# How to keep a Deep Work Weekly Log

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## What it is

A week-by-week log of your deep work sessions, so you can see your real focused hours, not just hours logged.

## When to use it

At the end of each day, to track how much genuine focused work you're actually getting done.

## Steps

1. **Log each day's session.** Write the task and how long the session actually lasted.
2. **Rate your week.** At the end of the week, rate your overall focus.
3. **Note what you'll change.** One adjustment to try next week.

## Common mistake

Counting distracted hours as deep work hours. If you checked your phone, it wasn't a deep work session.

## Pairs with

Pomodoro Technique and Time Blocking.

# Example: a project-crunch week

Date: Week of Feb 12

**This week's sessions** Task and hours, one line per day.

Monday Client proposal, 2 hrs

Tuesday Quarterly report, 1.5 hrs

Wednesday \_\_\_\_\_

Thursday Budget analysis, 2 hrs

Friday Strategy deck, 1 hr

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

**How focused was this week overall**

①                      ②                      ③                      ④                      ⑤

**What I'll change next week**

Block Wednesday mornings before the inbox opens, that's when the week fell apart.

**Total hours this week:** 6.5 hours

# Deep Work Weekly Log

Date: \_\_\_\_\_

**This week's sessions** Task and hours, one line per day.

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

**How focused was this week overall**

①                      ②                      ③                      ④                      ⑤

**What I'll change next week**

**Total hours this week:** \_\_\_\_\_