

The 90-Minute Focus Sprint

Produce visible evidence, not more activity.

An eight-page executive workbook for turning one priority constraint into a protected sprint, a finished output and evidence within 24 hours.

What a focus sprint must deliver

01 / START

Ninety minutes is short enough for focus and long enough for evidence.

This is not a time block for a topic. It is a production system for one clearly defined, visible output.

NOT THIS

Work on a topic

Research, alignment and loose activity without a defined finish.

DO THIS

Finish something

A decision-ready draft, tested workflow or usable output.

THEN

Verify evidence

A person, metric or use case shows within 24 hours whether the output works.

Working case

After 90 minutes, ____ is finished so that ____ becomes visible within 24 hours.

Choose the right output

Rating: 0 = no, 1 = partly, 2 = yes

- | | | | | |
|----|--|---|---|---|
| 01 | The output directly supports a current priority. | 0 | 1 | 2 |
| 02 | Another person can clearly recognise when it is finished. | 0 | 1 | 2 |
| 03 | Completion is largely within your control. | 0 | 1 | 2 |
| 04 | It removes waiting time, ambiguity or a concrete blockage. | 0 | 1 | 2 |
| 05 | Its effect can be observed within 24 hours. | 0 | 1 | 2 |

Score: ____ / 10

0-4: cut or replace the output | 5-7: sharpen scope | 8-10: sprint-ready

Cut scope before the clock starts

03 / FOCUS

A strong sprint begins with a hard no.

Remove everything that is not required for visible evidence.

MUST INCLUDE

Which three elements make the output usable?

MAY BE MISSING

What may remain imperfect or move to a later iteration?

NOT PART OF THIS SPRINT

Which research, alignment or additional ideas will you actively stop?

DEFINITION OF DONE

The sprint is complete when...

The 90-minute architecture

04 / CADENCE

Do not work faster. Finish more deliberately.

Use the time windows as decision boundaries: 00-10 define; 10-20 prepare; 20-65 produce; 65-78 test; 78-87 close gaps; 87-90 send and schedule evidence.

OUTPUT AND RECIPIENT

What will be finished, and who will use it?

PROTECTED PRODUCTION WINDOW

Which messages, meetings and research are excluded?

REVIEW AND SEND

Who receives the output and when?

24-HOUR EVIDENCE

What will be checked, by whom and at what time?

Remove distraction before the sprint

05 / SETUP

Focus is a system decision, not willpower.

Design the working environment so the right action is easier than distraction.

CALENDAR BLOCK

Include output and definition of done, not only a topic.

COMMUNICATION

Phone, chat and email remain unavailable until the sprint ends.

MATERIALS

Required files and data are open before the start.

PROTECTION

One person protects the sprint from avoidable interruption.

PARK LIST

New ideas do not change the active scope.

LIKELY DISTRACTION AND REMOVAL RULE

Live sprint worksheet

06 / EXECUTION

Keep one page visible throughout the sprint.

When blocked, write down the constraint and choose: solve, escalate or consciously remove it from scope.

OUTPUT

What is finished after 90 minutes?

RECIPIENT

Who uses, reviews or decides with it?

DEFINITION OF DONE

How can completion be recognised without debate?

CURRENT CONSTRAINT

What prevents the next visible step?

NEXT ACTION

What moves the output now?

24-HOUR EVIDENCE

What will be checked by whom and when?

The 24-hour evidence and repeat

07 / TRANSFER

Progress counts when it becomes visible outside the sprint.

Do not review whether you were busy. Review whether the output triggered a decision, use or measurable change.

WHAT IS FINISHED AND USABLE BY OTHERS?

WHAT DECISION, USE OR FEEDBACK APPEARED WITHIN 24 HOURS?

WHICH ASSUMPTION WAS CONFIRMED OR DISPROVED?

WHICH CONSTRAINT BECAME SMALLER OR DISAPPEARED?

WHAT WILL YOU DELIBERATELY OMIT NEXT TIME?

NEXT FOCUS SPRINT

Date / time / output
