

THE LEVERAGE POINT

**WEEKLY
FOCUS & FIRE
DRILL FILTER**

**GET CLEAR ON WHAT MATTERS. GET HONEST
ABOUT WHAT'S PULLING YOU OFF COURSE**



INSTRUCTIONS

Use this filter at the start of each week to set focused intentions, and name the noise before it controls you.

PART 1 Focus Filter

01 **What is the one outcome that would make this week feel like a win? (Not a task - a result.)**

Example: "Deliver the marketing strategy deck to Sarah by Thursday."

02 **What 2-3 priorities deserve 80% of your time?**

These should align with your role, not your to-do list.

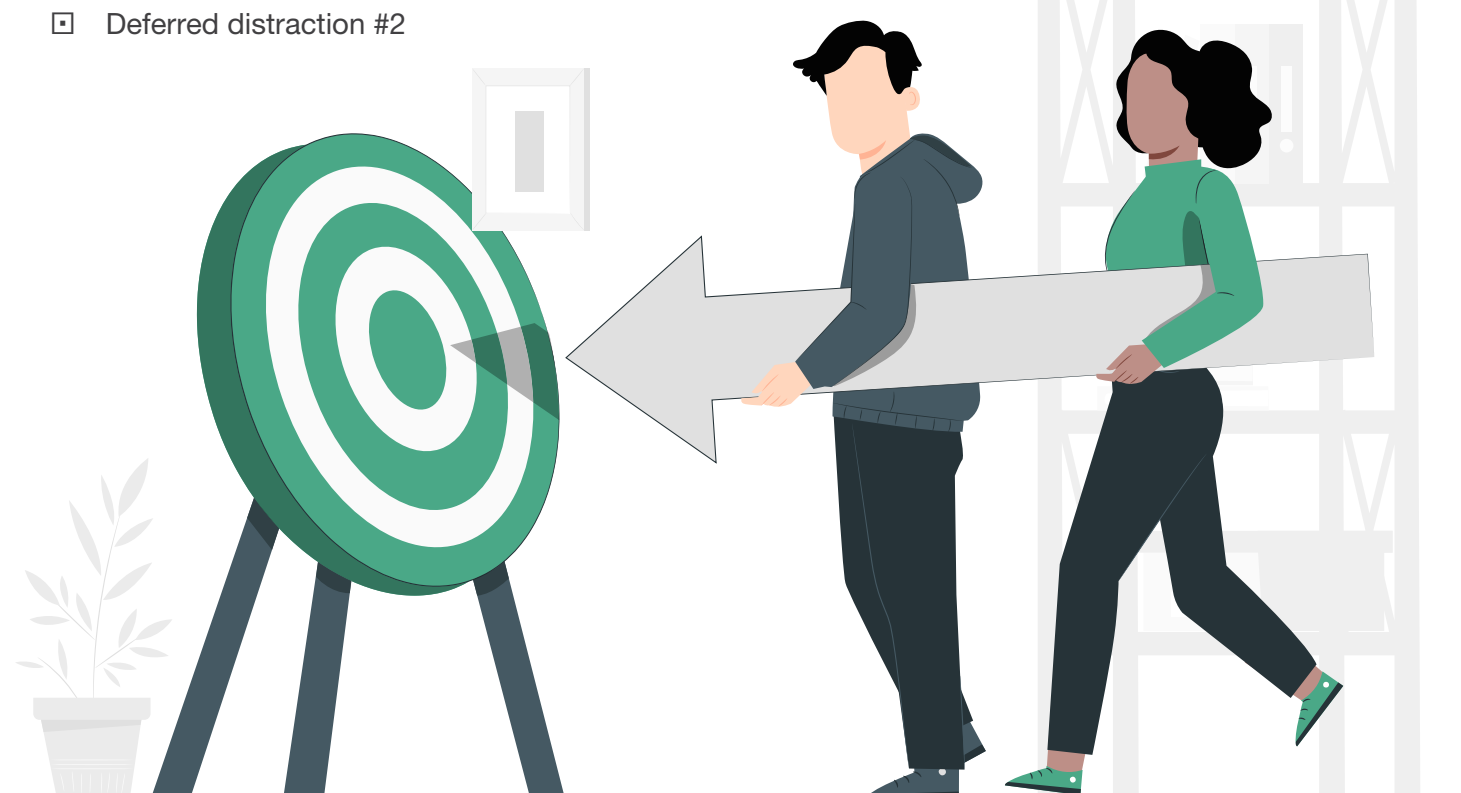
- Priority #1
- Priority #2
- (Optional) Priority #3



03 **What will I not work on this week, even if I'm tempted?**

This protects your time and trains your team.

- Deferred distraction #1
- Deferred distraction #2



PART 2 Fire Drill Filter

04 What's likely to blow up this week or hijack my focus?

Be honest, name the chaos before it strikes.

- ▣ Known risks / chaos triggers
- ▣ Team dependencies / fragile handoffs

05 What's my response plan when a "fire" hits?

Default to leadership mode, not firefighting mode.

- ▣ Who gets pulled in first (not you)?
- ▣ How long will I wait before stepping in?
- ▣ What gets delayed or dropped instead?

PART 3 Rhythm Reset

06 What meetings or commitments need prep today to avoid chaos later?

- ▣ Prep needed for:
- ▣ Decision(s) that must be made this week:
- ▣ Asks I need to make (but haven't yet):

07 How will I end the week?

Choose your own "Friday finish line."

- ▣ Final check-in with team
- ▣ Progress update to key stakeholder
- ▣ Personal reward or closure ritual (walk, win review, etc.)



Pro Tip from Fulcrum:

If the same fires keep showing up week after week, that's not a fire drill. That's a systems failure.

You don't need more discipline. You need better design, and that's what we fix inside Fulcrum.

WANT THIS FRICTION TO GO AWAY?

We help founders install weekly rhythms that prevent chaos instead of reacting to it.

[Book a Discovery Call](#) 

