Focus Block Contract Card

Daycraft Work | One meaningful result, a realistic boundary, a clear exit

Date: _____ Planned window: _____

1 | Result

Observable result by the end of the block: _____

First executable action: _____

2 | Readiness

[ ] Inputs ready [ ] Access ready [ ] Required decisions available

If not ready, discovery or unblock step: _____

3 | Boundary

Fixed meeting / break / coverage constraints: _____

Setup and closeout time included: _____

4 | Interruption route

Urgent requests follow this approved route: _____

Ordinary requests will be reviewed: _____

5 | Exit and restart

Completed result / approved file location: _____

Last completed point: _____

First action on return: _____

After the block: Which condition needs adjustment next time?

[ ] Result clarity [ ] Input readiness [ ] Window fit [ ] Coverage [ ] Exit

One change to test: _____

Follow required breaks, response duties, accessibility needs and authorized workplace direction. Use approved systems for sensitive details. This is a planning aid, not a performance score.