

THE "FLOW TRIGGERS" POSTER & CHECKLIST INSTRUCTIONS

DETAILED INSTRUCTIONS FOR USING THE TOOL

01 Set Up

- Place the Flow Triggers Poster in your workspace or pin it near your monitor.
- Before beginning any major task or project, take 3–5 minutes to go through the checklist:
    a. Clear Goals: Define exactly what success looks like for this session.
    b. Immediate Feedback: Decide how you'll measure progress (timer, checklist, metric).
    c. Challenge/Skill Balance: Adjust your task to be stimulating but achievable.
    d. Deep Focus: Silence notifications, clear your desk, and set your timer.
    e. Sense of Control: Ensure you have autonomy — set boundaries if needed.
- Begin your session once all five conditions are met.
- Reflect afterward: Did you reach flow? Adjust one element next time if not.

02 Masterclasses

- Hacking Flow: The Secret to Peak Productivity
- Challenge–Skill Matching: Finding Your Flow Zone
- The Zone Defense: Protecting Deep Work

03 More Tools

- The "Difficulty Dial"
- The Pomodoro Timer & Focus Menu
- The Pre-Flow Ritual Recipe Cards