

Keep Your Focus

1. What is Focus Mode?

- 1.1. Delay the delivery of notifications to prevent interruptions
- 1.2. Automatically filter notifications based upon what you're doing
 - 1.2.1. Choose who can reach you and which apps can notify you
- 1.3. Turn on a Focus mode automatically at a set time, location, or while using a certain app

2. Set it up

- 2.1. Settings > Focus
- 2.2. Focus includes Do Not Disturb and Do Not Disturb While Driving
- 2.3. Other options to choose from, or create your own
- 2.4. Share Focus modes across all your devices
- 2.5. Enable a Focus on one device will enable it on others

3. Create a Focus

- 3.1. Tap a Focus or tap +
- 3.2. Choose people who can contact you when the Focus is enabled
- 3.3. The people must be in your Contacts app
 - 3.3.1. Also choose to allow calls from Everyone, No One, Favorites, All Contacts, or specific groups
 - 3.3.2. Allow Repeated Calls
 - 3.3.3. Calls from Emergency Contacts still come through
- 3.4. Allow certain apps to notify you
 - 3.4.1. Also choose to allow apps not in your allowed list to send Time Sensitive notifications immediately

4. Other options

- 4.1. Focus status
 - 4.1.1. When enabled, allows apps to display to people who message you that you have notifications silenced
- 4.2. Home Screen
 - 4.2.1. Hide Notification Badges
 - 4.2.2. Custom Pages

- 4.2.2.1. iOS 15 permits you to hide home screens, and include the same app on multiple home screen
- 4.2.2.2. You could create a specific home screen for a particular focus and choose to show only that home screen when the focus is enabled
- 4.3. Lock Screen
 - 4.3.1. Dim the Lock Screen
 - 4.3.2. Show Silenced Notifications on the Lock Screen
- 4.4. Name and Appearance
 - 4.4.1. Change the name, color, and icon of the Focus mode
- 4.5. Add Schedule or Automation
 - 4.5.1. Have a Focus turn itself on during a time frame of a particular day(s)
 - 4.5.2. Turn a focus on and off when you arrive at and leave a particular location
 - 4.5.3. Turn a focus on and off when you open or close a particular application
 - 4.5.4. Smart Activation will automatically enable a Focus mode as your iPhone learns how you use the mode
- 4.6. Delete Focus

5. Manually enable or disable a Focus mode

- 5.1. Settings > Focus, tap the Focus you want and tap the switch to enable (or disable) it
- 5.2. Control Center
 - 5.2.1. Tap Focus
 - 5.2.2. Tap the Focus you want to enable
 - 5.2.3. Tap the More button (...) to choose a particular time frame for the Focus or to access its Settings
- 5.3. Ask Siri (“Hey Siri, turn on the Work focus.” “Hey Siri, turn off the Work focus.”)
- 5.4. Icon displayed in status bar
- 5.5. Touch and hold Focus icon on Lock Screen

6. Good places for help

- 6.1. Web: support.apple.com
- 6.2. Manual: Get free iPhone User Guide in Book Store within the Books app
- 6.3. Me: Mike Matthews, mamatthews@icloud.com, 925-876-4098