

APPLE FOCUS MODES CHEAT SHEET

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GENERAL SETTINGS

Go to Settings app → Focus, then turn on **share across devices** on each device.

SETTING UP FOCUS MODES

Under Focus → [Choose Focus] → Allow Notifications → People, choose which contacts should be allowed to reach you.

Here you can also allow your **emergency bypass contacts** to always get through. To choose your emergency contacts, go to Contacts app → Edit → Ringtone → Emergency Bypass or Health app → Medical ID → Edit → Emergency Contacts.

Under Focus → [Choose Focus] → Allow Notifications → Apps, choose which apps should be allowed to reach you in this Focus. Enable **Time Sensitive Notifications** to allow some apps to message you with urgent stuff, like Calendar's meeting reminders.

(Note: if you allow notifications from a person, you will receive their notifications

even if you have not white-listed the app their notifications come from. In the same way, if you allow notifications from an app, you'll get all notifications from that app, not just notifications from allowed people.)

Under Focus → [Choose Focus] → Allow Notifications → Options, you can **hide notification badges**, so you can grab your phone (e.g. to write something down) without getting distracted by notifications.

Under Focus → [Choose Focus] → Customize Screens, you can set up a **different lock and/or home screen** for your iPhone and iPad in the Work Focus. For example, choose a lock screen photo that isn't of your significant other when you're at work. Or use a home screen without distracting apps like Instagram.

Under Focus → [Choose Focus] → Set a Schedule, you can automatically activate the right Focus at the right place or time. For example, always turn on the Work focus at

the office or always turn on the Gaming focus when you play your favorite game. Or turn on **smart activation**, so your devices will learn when a Focus should be activated and turn it on and off for you.

Under Focus → [Choose Focus] → Focus Filters, you can **see only relevant content** when you're focusing. For example, in the Work Focus, set Messages to show only conversations with coworkers, or set Mail to hide your personal email account.

OTHER TIPS

Under Focus → Driving → Auto-Reply, set up an **auto-reply while driving** so people know that you're focused on the road and that you'll get back to them later.

You can turn a Focus on manually for a defined period of time. In Control Center on your iPhone or iPad, tap the ellipsis next to a Focus to **pre-set when to turn off the Focus**: after an hour, after your current meeting, or after you leave your current location.

Found this useful? Learn more about what your Apple devices can do with my [Apple Notes video course](#) and [Apple Reminders video course](#).