

# TRANSITIONS

## SMOOTHER TASK SWITCHING

*Switching tasks drains cognitive fuel. Use this protocol to smooth the friction, reduce task-switching "residue," and maintain momentum.*

### STEP 1: BUILD A BUFFER

BEFORE SWITCHING, PAUSE FOR 60 SECONDS:

Stretch / move your body

Close unrelated tabs

Say next task out loud

Note where you left off

### STEP 2: PRE-PLAN THE NEXT TASK

*Decide the next step before you finish the current thing.*

NEXT TASK:

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START CUE (E.G. MUSIC, TIMER, TEA):

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### STEP 3: TRY A TRANSITION RITUAL

PICK ONE PHYSICAL ACTION TO SIGNAL "CHANGE":

Stand up and walk around the room.

Change where you sit or what you wear.

Use a different mug, pen, or browser window.

# TRANSITION AWARENESS

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## STEP 4: REFLECTION (IF IT FELT HARD)

*Context matters (sleep, sensory issues, time of day). Understanding the friction helps you plan for it next time.*

WHAT MADE SWITCHING DIFFICULT THIS TIME?

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*"Smooth transitions protect your working memory from leaking and stop the day from becoming a series of half-finished tasks."*

