

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:

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



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

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?

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

