Task Switching Support Worksheet: Reset, Refocus, Transition

This worksheet helps you prepare for and move between tasks with less stress and more clarity. Use it during your day to build smoother transitions.

# Part 1: Before the Switch: Reset

Current task I’m finishing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I’ve saved my work
* I wrote down where I left off
* I gave myself a 5–10 min wind-down
* I did something grounding (breathing, walk, stretch)

## Optional grounding prompt:

* What did I just accomplish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Am I carrying stress or pressure into the next task? ☐ Yes ☐ No
* How do I want to *feel* in the next task? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Part 2: Switching Intention: Refocus

**Next task I’m switching to:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Time I plan to start:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Time I’ll work until:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why this task matters (to me or to my goals):**

**First small action I’ll take (e.g., open doc, find file, write title):**

##  Part 3: If I Get Stuck or Distracted…

* I’ll take a 5-minute reset break (walk/stretch/refresh)
* I’ll use a **transition object** (e.g., drink tea while switching, change music)
* I’ll use a **timer** (e.g., 10-minute work sprints to ease in)
* I’ll ask: *What’s one thing I can do right now even if it's small?*
* I’ll forgive myself if it takes longer. Switching is a skill, not a race.

## Part 4: After the Task

**How did the switch go?**

* What helped? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What was hard? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What would I try differently next time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Tips for Smoother Transitions

* Use visual timers (like Time Timer or Pomodoro apps)
* Try transitional music or lighting between tasks
* Use body cues: stand up between tasks, change seating, stretch
* Build transition rituals (e.g., tea between classes, close laptop when done)