

TOOL #2: THE CONTEXT SWITCH PROTOCOL

HOW TO USE IT STEP BY STEP:

Step 1

Set a 5-minute warning alarm before you need to switch tasks

- E.g. if you need to prepare to leave at 2:30 p.m., set an alarm for 2:25 p.m.

Step 2

When the alarm goes off, speak the switch

- "In 5 minutes, I'm switching to [next task]."

Step 3

Set a stopping point during this 5 minutes

- E.g., finish the paragraph, close the tab, save the file
- Give your brain closure

Step 4


Physically move when the time is up

- E.g., walk out the door, walk to another room

Step 5

Start the next task in a new location

- Don't sit back down in the same spot unless the next task requires it



Example in Action

You're deep into reorganizing your closet but you have a meeting in 10 minutes. Set a 5-minute warning. When it goes off, say "In 5 minutes I'm stopping to join my meeting." Finish hanging the current shirt, close the closet door, walk to the kitchen to grab water, then sit down at your computer for the meeting. The physical movement breaks the hyperfocus loop.

What The Context Switch Protocol Does

Creates a mental "off-ramp" so you can exit hyperfocus or a stuck loop without feeling like you're slamming on the brakes.

When to Use The Context Switch Protocol:

Use this when you're locked into an activity (work, scrolling, gaming, organizing) and you can't shift to something else even though you need to.

