

THE **FOCUS** **SWITCH** TECHNIQUE

Leave the last window behind. Get your brain ready for the next one.

WINDOW
YOU'RE LEAVING

Capture it.
Close it.
Leave it here.



WINDOW
YOU'RE ENTERING

Reset.
Prepare.
Focus here.

Your calendar can switch from one Focus Window to another in a second. **Your brain might need a little longer.**

The Focus Switch Technique is a simple transition ritual designed to help you mentally close one Focus Window, release the thoughts and stress that belong there, and prepare yourself for whatever needs your attention next.

***YOUR CALENDAR TELLS YOU WHERE YOUR TIME BELONGS.
THE FOCUS SWITCH TECHNIQUE HELPS YOUR BRAIN FOLLOW.***

YOUR 5-STEP FOCUS SWITCH

Use these five steps whenever your calendar has moved on, but your brain hasn't.

01

CLOSE

Capture where you are. What did you finish? What's still outstanding? Where did you stop? What's next?

Your brain doesn't need to remember it if your system already does.

02

STEP AWAY

Create physical distance from the window you're leaving. Get up, stretch, step outside, or make a coffee or tea. You only need a few minutes.

Create a boundary.

03

RELEASE

Close your eyes and begin the breathing cycle:

5 IN → 5 HOLD → 5 OUT → 5 HOLD

As you exhale, release the Focus Window you're leaving. Anything unfinished has been captured.

That stress does not belong in your next window.

04

RESET

As you inhale, turn your attention to the window you're about to enter. Ask yourself: **What kind of energy does this window need from me? Visualise yourself entering that state.**

05

RE-ENTER

Return to your next Focus Window and begin. You don't need to feel 100% ready. You're giving your brain a chance to catch up with your calendar.

Repeat the breathing cycle as many times as you need.

CLOSE → STEP AWAY → RELEASE → RESET → RE-ENTER

PLAN YOUR NEXT **FOCUS SWITCH**

Use this page before a difficult transition, or whenever thoughts from one window keep following you into the next.

THE WINDOW I'M LEAVING Close it before you carry it. Focus Window: Before I leave, I need to capture: The thought, worry, or unfinished work I'm carrying: 	RELEASE Inhale 5 → Hold 5 → Exhale 5 → Hold 5 As I exhale, I'm leaving behind: 	THE WINDOW I'M ENTERING Decide what belongs here. Next Focus Window: This window needs me to feel: The most important thing that deserves my attention: Everything else can wait because:
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CAPTURE IT. CLOSE IT.
YOU DON'T HAVE
TO CARRY IT.

YOU CAN COME BACK TO IT.
YOU JUST DON'T NEED TO CARRY
IT INTO THE NEXT WINDOW.

THIS IS WHAT I'M
FOCUSING ON
RIGHT NOW.

YOUR CALENDAR TELLS YOU WHERE YOUR TIME BELONGS.

THE FOCUS SWITCH TECHNIQUE HELPS YOUR BRAIN FOLLOW.

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