Seven-Day Resumption Cue Plan

A practical worksheet for leaving a clear next-action cue, returning safely, and learning which interruptions cost you most.

The ten-second exit cue

Before switching tasks, write the next observable action and one condition that matters. Good: "Compare row 18 with the source invoice; exclude reconciled refunds." Weak: "Finish report." Keep the cue visible where you will resume.

1	**NAME**	Write the suspended goal in plain language.
2	**LOCATE**	Mark the last completed or verified step.
3	**CUE**	Write the next observable action.
4	**RETURN**	Read the cue, verify context, protect two minutes.

Safety boundary

For clinical, financial, aviation, medication, machinery, or other high-stakes work, use required organizational checklists and handoffs. This worksheet is an informal learning aid, not a safety protocol.

Seven-day interruption log

Record one meaningful interruption each day. The goal is to discover patterns, not eliminate every interruption.

Day	Suspended goal	Cue left	Return result	Change next time
1				
2				
3				
4				
5				
6				
7				

Two-minute return

Finish or silence the interrupting task. Read the cue before opening new messages. Restate the goal, scan the last verified output, and work for two protected minutes. If accuracy matters, slow down and recheck rather than trusting familiarity.

Weekly review

Which interruption types were preventable? Which roles required immediate response? Did cues reduce reconstruction or reveal a need for a formal checklist? Change one boundary or cue format for next week.

Evidence note

Brief interruptions can increase sequence errors, and laboratory interventions such as cues and rehearsal can improve primary-task accuracy and resumption speed. Effects vary by task and setting. Sources: Altmann et al. (2014); Boehm-Davis et al. (2021); Clapp et al. (2022).