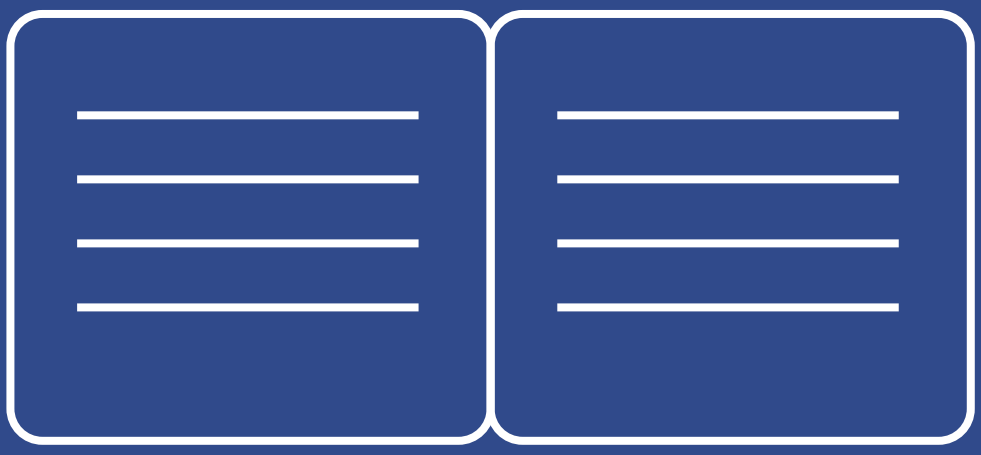
BOOKCHOWK / PRACTICAL MINI BOOKS

The Interruption Return Kit

Leave a useful breadcrumb and restart work with less searching



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10 focused pages + editable companion | 22 October 2026

One useful result

Leave a useful breadcrumb and restart work with less searching. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Capture the state before switching

2. Give incoming requests a landing place

3. Restart with a small verification

4. Use a clean end-of-day handoff

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning and household use. Adapt the examples to your circumstances.

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Capture the state before switching

When you must stop, record the current state rather than the whole history. Three lines are often enough: where the work is, what is complete and the next visible action. Save the file before moving away. The note should let your future self act without reconstructing every decision. Protect sensitive information by using an approved work location.

Worked example

Monthly report: file in Finance/October; revenue reconciled through 18 October; next action is compare refund totals with ledger tab C. Waiting for operations figures from Mira.

Try it now

Choose a task you often leave unfinished. Write a three-line return note with a file location and an action verb.

NOTICE → CHOOSE → TRY → REVIEW