

A CALMER WAY TO WORK

3 quiet habits that protect your attention.

Small defaults that make it easier to begin—
easier to stop.



spaces



● LEAVE YOURSELF A RUNWAY

Write tomorrow's first physical action.

Not “work on the deck.” Try “open the research note and choose the three strongest customer quotes.”

WHY IT WORKS

You return to motion instead of spending your freshest attention reconstructing context.

spaces



● BATCH THE SHALLOW SWITCHES

Give messages two homes in your day.

Choose two short windows for inboxes and admin. Protect the time between them for one kind of work.

End with a shutdown sentence.

Write what is done, what can wait, and what matters first. Your brain no longer has to rehearse it after hours.



MAKE THIS IN SPACES

Turn one useful idea into a complete post.



1

Give the topic and audience.

Example: “Three overlooked productivity habits for creative teams.”

2

Add a visual direction.

Editorial illustration, warm print texture, forest green and sunlit yellow.

3

Receive the complete package.

Five coordinated slides, exact on-image copy, and a ready-to-post caption.

WHAT YOU GET

A researched idea becomes a coherent visual story—not a pile of disconnected graphics.