

Tabs, Tasks & Notifications

Choose real or fictional examples. Skip private details; never include passwords, medical information or contact details.

Learning goal: Design a focused digital workspace and an intentional shutdown routine.

Ari is researching habitats with twelve tabs open. A game notification appears, a video keeps playing and Ari forgets which page has the useful facts. Tools can help or distract depending on the task. Design a focused setup for Ari, then adapt it to your needs.

Your steps

1. Spot distractions and useful tools in Ari's scenario.
2. Choose a school-approved focus mode.
3. Give three tabs a clear job.
4. Plan a shutdown that saves work and closes distractions.

1. Help or distraction?

For each item, decide what it does to Ari's task and a useful change.

Item	Effect on research	Change
Game notification		
Background video		
Useful facts page		
Nine unrelated tabs		

2. My three-tab plan

Three is a practice limit, not a rule for every task. Ask before changing device settings.

TAB 1 · task / directions	TAB 2 · information source
TAB 3 · work / notes	FOCUS MODE · notifications + backup

Tabs, Tasks & Notifications · Practice & next steps

Continue your ideas from page 1. Write, draw, use symbols or ask someone to scribe. Share only what you choose.

3. Digital shutdown

Choose a routine that protects work on a school-approved device.

- ☐ Save with a useful file name
- ☐ Confirm work is submitted if needed
- ☐ Bookmark only useful sources
- ☐ Close tabs no longer needed
- ☐ Sign out on a shared device
- ☐ Write the next task on paper, not private account details

My addition / adjustment:

My next step

The distraction I will change first is...

Optional stretch · Grades 6–8

Explain when a task legitimately needs more tabs. Design a tab-group exception with a clear return-to-focus cue.

Optional teacher / parent follow-up: Do not disable accessibility tools. Treat focus settings as choices and keep school device rules in view.