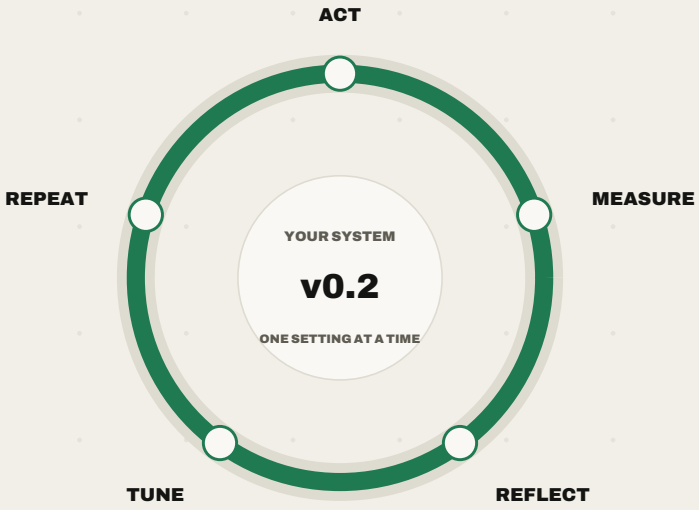
LOOPING

FREE · VERSION 2




WHAT YOU MEASURE GOES IN · THE UPGRADED SYSTEM SHAPES THE NEXT ACT

FOR ADHD & NEURODIVERGENT MINDS · NO DIAGNOSIS REQUIRED

# Program User's Manual

## Act. Measure. Reflect. Tune. Repeat.

Every function of the LOOPING workspace, drawn and explained:
your day, your score, your weekly and monthly reports, your upgrades.

**A practical method, not a treatment.**
Records stay on your device. Reports and scores are computed there too. Nothing is uploaded.

CONTENTS

# What is in this manual

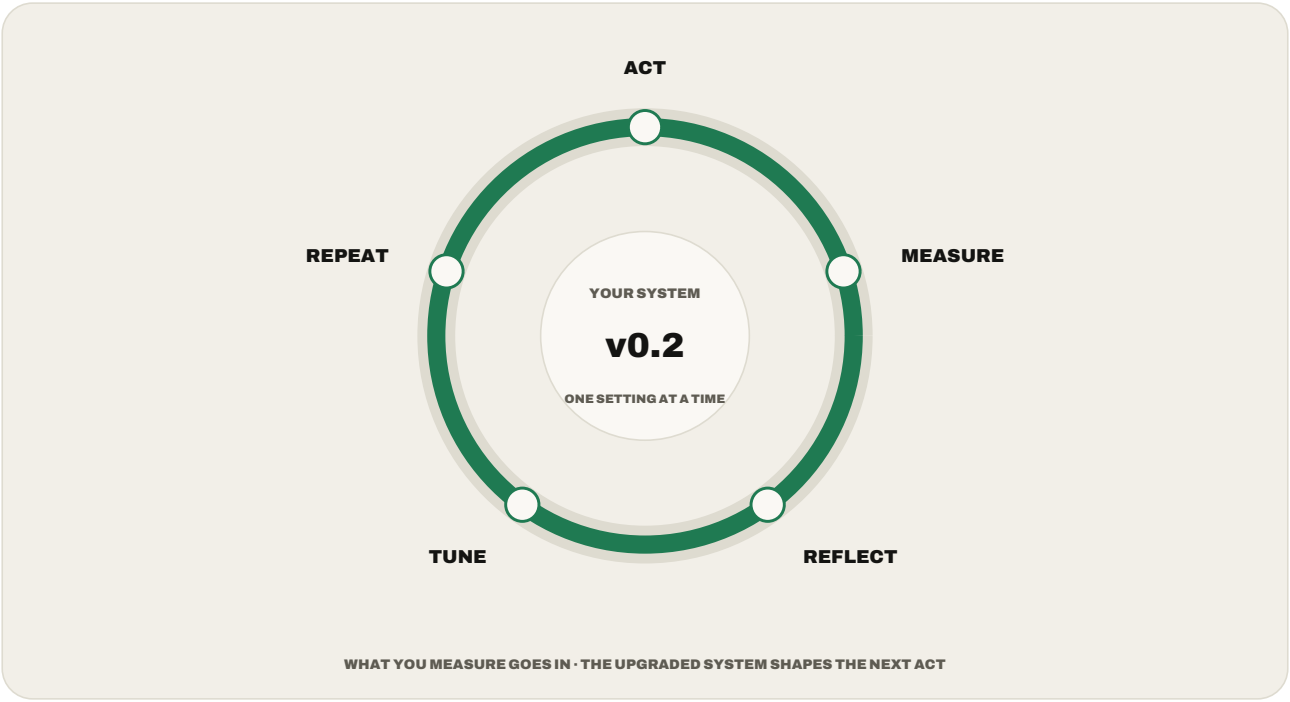

| | Section | What it covers |
|---|---|---|
| 1 | Start here | What LOOPING is, the five words, what "upgrade" means, what you need |
| 2 | Your day, in five minutes | Today · Focus · Close · the morning facts — every field, drawn |
| 3 | Your score | The Loop Integrity score: six components, how every point is counted, rest days, how to read it |
| 4 | Your week and your month | The Upgrade tab: the report, the score chart, upgrades to try, install, let go, versions |
| 5 | Reports as PDF | How to download a 7-day or 30-day report, what is in it |
| 6 | History and your data | History, export and import, moving devices, sample data, deleting |
| 7 | Account, newsletter and apps | What an account is for (and what it is not), the phone apps |
| 8 | Troubleshooting | The questions people ask in the first week |
| 9 | The honest part | What this is, what it is not, and where the research notes are |


Read section 1 and 2, open **looping.now/app**, and bring one goal that matters. Everything else can wait until your first weekly report.

1 · START HERE

# Five things you do. One thing that happens to you.

LOOPING is a practical momentum method designed with ADHD and neurodivergent adults in mind — for anyone whose difficulty is not knowing what to do, but starting, switching, staying and stopping. It assumes the brain does not start on command, and builds the machinery around the work so that it does not have to.




THE LOOP, AS DRAWN ON THE PROGRAM PAGE

## The loop

| Step | What you do | Where in the workspace |
|---|---|---|
| Act | One meaningful action: a priority, the first physical action, a start cue. | Today |
| Measure | A few useful details: a focus period, proof you can look at, the morning facts. | Focus · Close (morning) |
| Reflect | Look for the pattern, not the verdict. The workspace reads your records for you. | Upgrade |
| Tune | Change one setting in your system — not in you. | Upgrade (install) |
| Repeat | Close the loop. Your operating system goes up a version; the next loop starts higher. | Close · Upgrade |

"Upgrade" is never a step. It is what a closed loop produces: your operating system goes from v0.1 to v0.2. The version number is the only reward the program gives you, on purpose.

## What you need

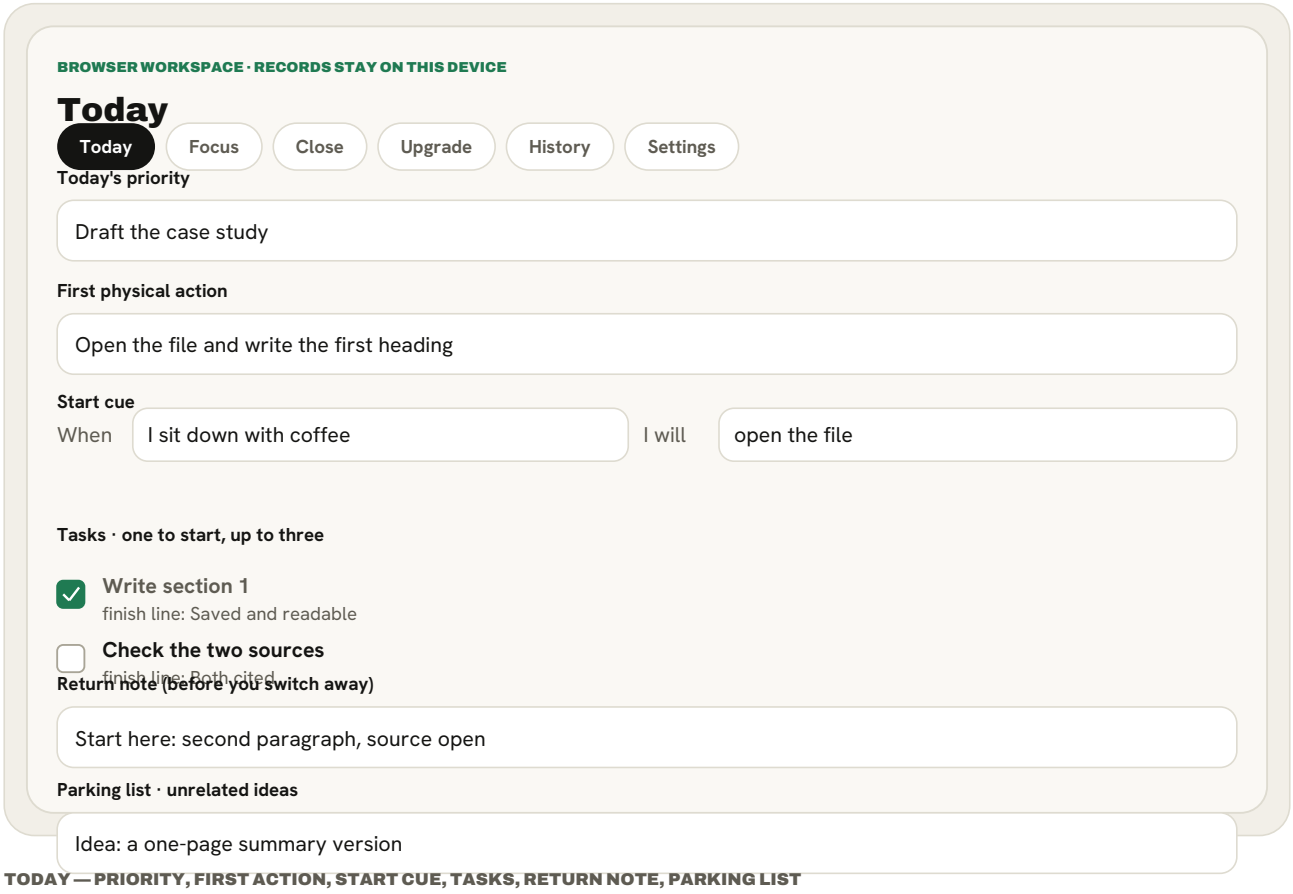
- A browser. The workspace is at **looping.now/app**. No account, no installation, no password.
- About five minutes a day of "system time": one at night, three in the morning, the rest inside the work you already do.
- One goal that matters. Not the whole mountain — the next step you can actually see.

Not a treatment. Not a cure. Not a promise. LOOPING gives you a way to start anyway, and a way back when the day goes sideways.

2 · YOUR DAY, IN FIVE MINUTES

# Morning: Today

Open the Today tab. It asks for three things, and it asks for them small.




TODAY — PRIORITY, FIRST ACTION, START CUE, TASKS, RETURN NOTE, PARKING LIST

## The fields

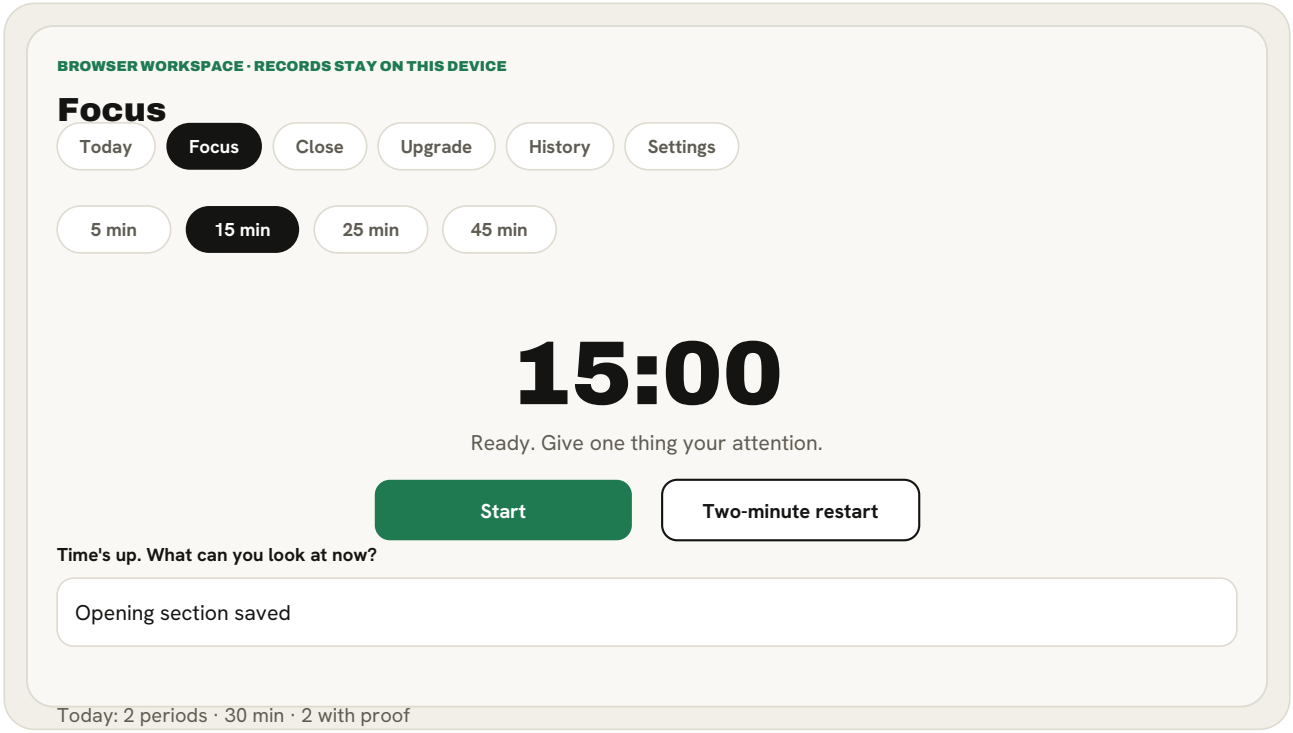
| Field | What to write | Why it matters |
|---|---|---|
| Today's priority | One result you can advance today. "Draft the case study." | One, not three. The plan lives outside your head. |
| First physical action | Something visible and small. "Open the file and write the first heading." | Small enough that there is nothing to resist. |
| Start cue | "When [event], I will [action]." When I sit down with coffee, I open the file. | The cue does the deciding at the moment your brain won't. |
| Tasks | One to start, up to three when it helps. Each with a finish line you could photograph. | Three is the limit on purpose. Park the rest. |
| Return note | Before you switch away: where exactly to pick up. "Start here: second paragraph, source open." | The cost of coming back drops, because the way back is written before you leave. |
| Parking list | Unrelated ideas, the moment they appear. | Park it, keep going. |

Tomorrow's first action, written the night before, appears at the top of Today the next morning — that is the "tomorrow bridge" from Close.

2 · YOUR DAY, IN FIVE MINUTES

# During the day: Focus

A focus period that fits the day — 5, 15, 25 or 45 minutes. Five is allowed. Starting is the whole point.




FOCUS — INTERVAL, CLOCK, START, TWO-MINUTE RESTART, PROOF

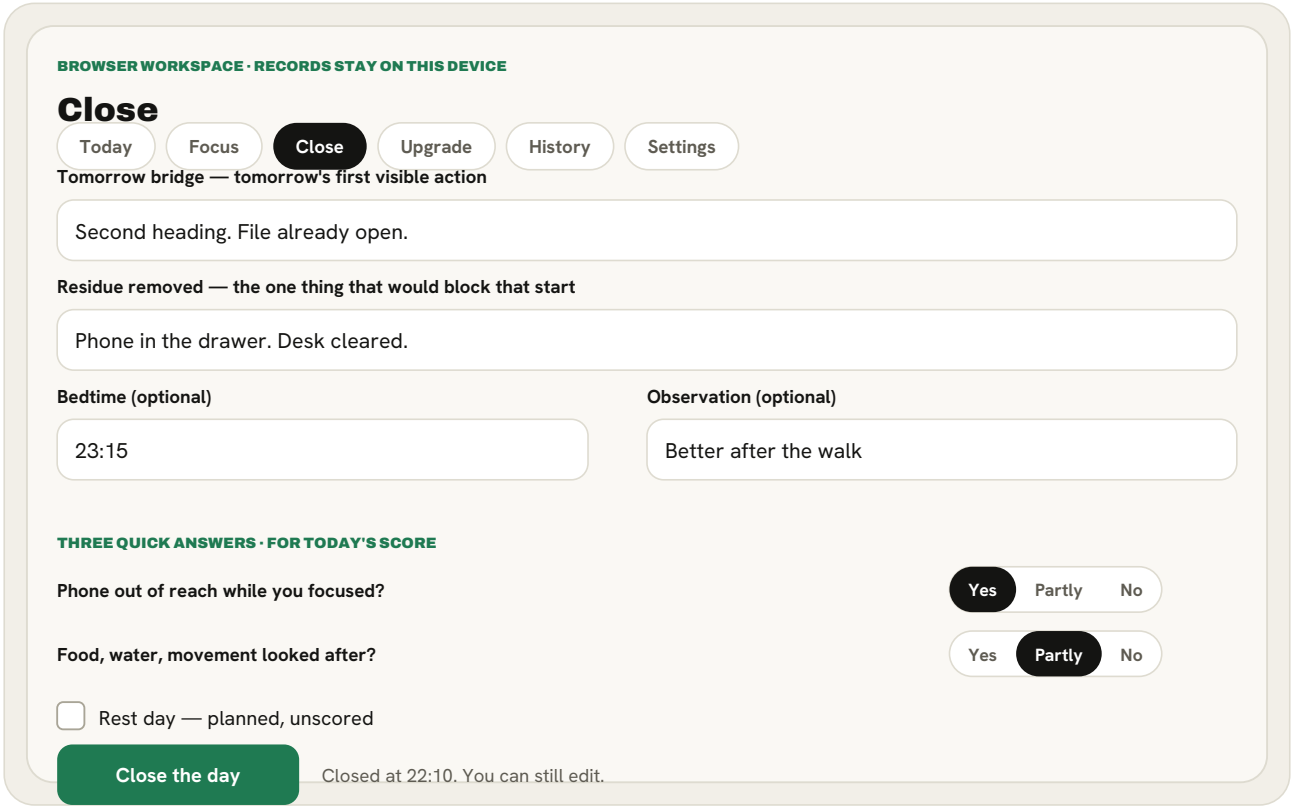
## How to use it

- Pick an interval. Press **Start**. Give one thing your attention.
- When time is up (or you stop early — that is allowed), write one line of **proof**: a saved paragraph, a checked number, a working screen, a decision with a reason. "Nothing yet" counts as a line.
- After a disruption — the phone, a knock, the afternoon slump — press **Two-minute restart**. Name what happened, choose a smaller entry action, just begin. A restart does not erase lost time; it gets you back.
- The timer keeps running if you switch tabs; the page title shows the countdown.

Proof is what gets measured. A timer records time, not the quality of attention — so the score and the reports count periods that ended with something you can look at.

# Evening: Close

About one minute. Protect tomorrow's start tonight, while you still have the energy to protect it. Then three quick answers, and the day gets its score.




CLOSE — TOMORROW BRIDGE, RESIDUE, BEDTIME, OBSERVATION, THE THREE QUICK ANSWERS, REST DAY

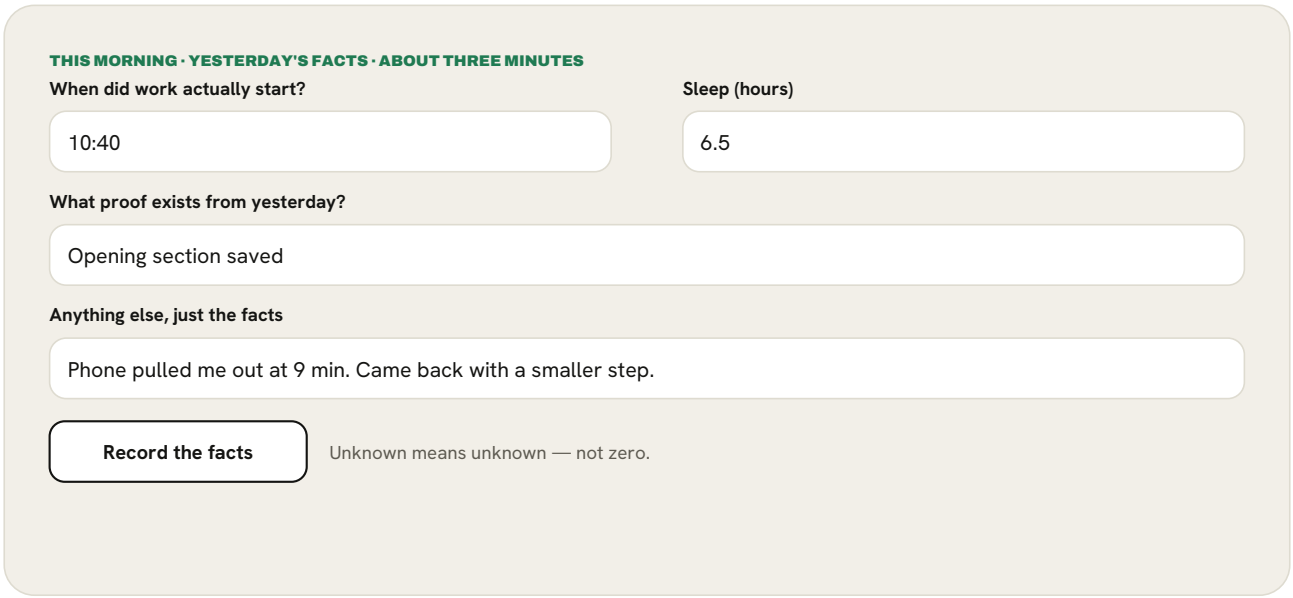
| Field | What to write |
|---|---|
| Tomorrow bridge | Tomorrow's first visible action. Small enough to start half-asleep. |
| Residue removed | The one thing that would block that start — and what you did about it. "Phone in the drawer. Desk cleared." |
| Bedtime (optional) | A target, if it helps. Sleep is part of the system, not a reward for finishing. |
| Observation (optional) | Anything worth remembering. One line. |
| Three quick answers | Phone out of reach while you focused? Food, water, movement looked after? Yes / Partly / No. These feed two components of the score. |
| Rest day | A planned rest day stays unscored. Recovery counts as part of the system. |

Press **Close the day**. You can still edit afterwards. The score card appears underneath (section 3).

2 · YOUR DAY, IN FIVE MINUTES

# Next morning: yesterday's facts

About three minutes, on the Close tab. Facts, not judgment. Unknown means unknown — not zero.




MORNING FACTS — START TIME, SLEEP, PROOF, ANYTHING ELSE

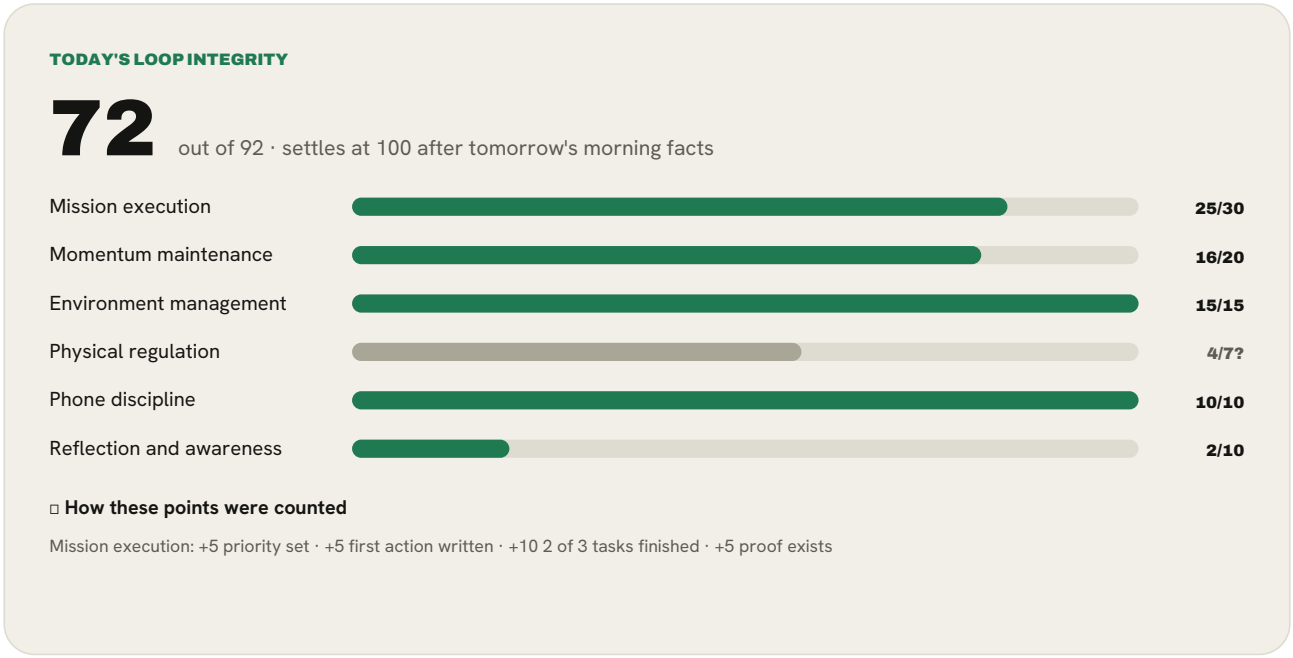
- **When did work actually start?** The time, or Unknown. This is the number the weekly report compares across cue days, bridge days and sleep.
- **Sleep (hours).** Feeds the Physical regulation component of yesterday's score — which is why a day's score settles the next morning.
- **What proof exists from yesterday?** The workspace already knows the focus periods; this is for proof that happened outside a timer.
- **Anything else, just the facts.** Optional.

Better facts, better reports. If mornings are hard, the weekly report will suggest the "Three-minute morning facts" upgrade — not to nag, but because without start times and sleep, half of what it could tell you stays unknown.

3 · YOUR SCORE

# The Loop Integrity score

A day score for people who like numbers. It measures how well the day *protected momentum* — not your worth. The workspace computes it for you and shows every point with its reason.




THE SCORE CARD UNDER CLOSE — SIX COMPONENTS, EVERY POINT EXPLAINED

## The six components

| Component | Max | How the points are counted |
|---|---|---|
| Mission execution | 30 | Priority set (5) · first physical action written (5) · share of tasks finished (up to 15; with no task list, proof counts 10) · at least one focus period ended with proof (5) |
| Momentum maintenance | 20 | Start cue set (6) · at least one focus period (6; 3 if a period was cut short with no restart) · a return note or the parking list when you switched (4; granted when no switching was needed) · a two-minute restart after a disruption (4; granted when there was none) |
| Environment management | 15 | One blocker removed at close (8) · tomorrow's first action written (7) |
| Physical regulation | 15 | Food, water, movement looked after — yes 7 / partly 4 / no 0 · sleep recorded the next morning — 6.5 h or more 8 / 5.5–6.5 h 4 / less 0 |
| Phone discipline | 10 | Phone out of reach while you focused — yes 10 / partly 5 / no 0 |
| Reflection and awareness | 10 | An observation written at close (5) · the day was closed (5) |

## Reading it

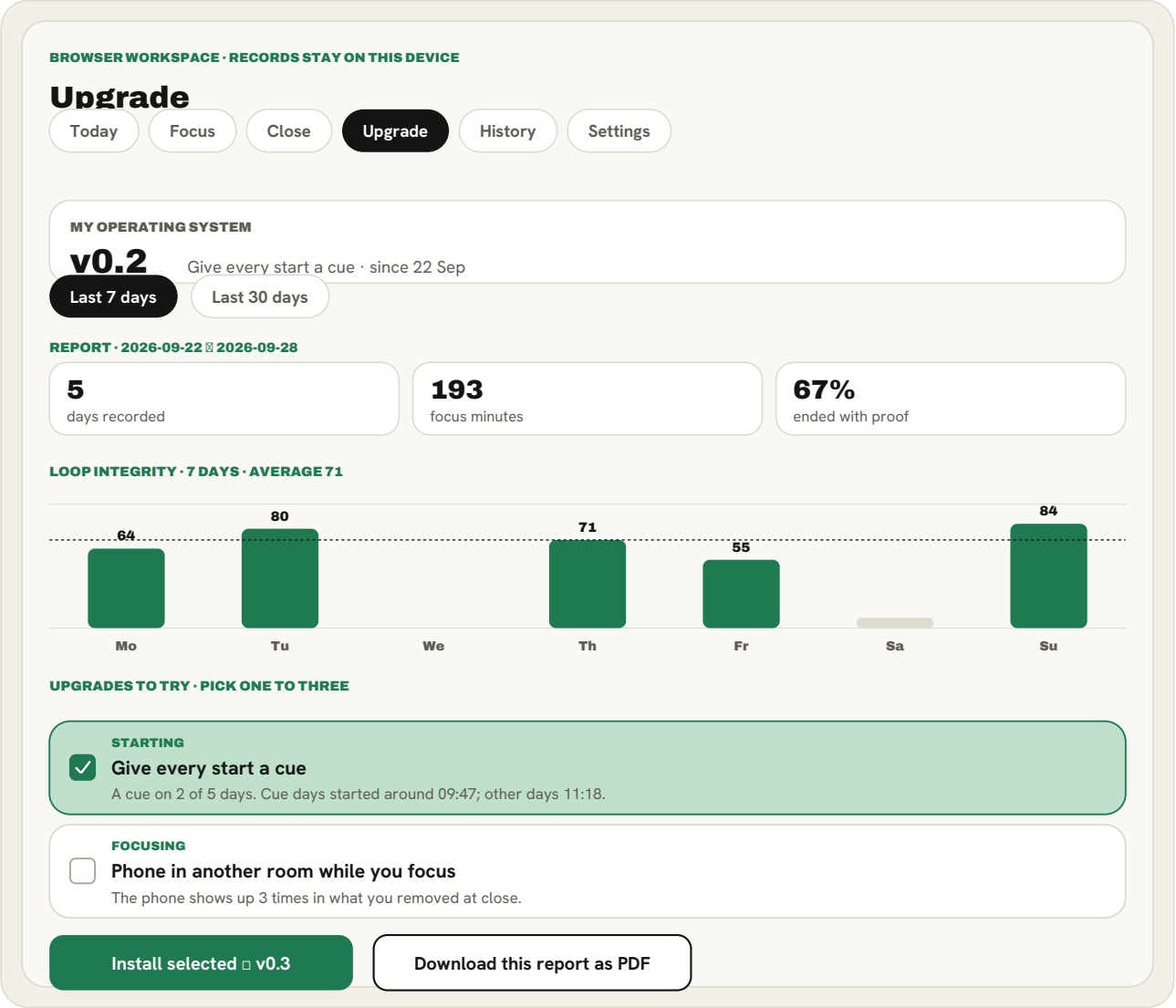
- **"72 out of 92."** The total is out of 100 only when every component is known. Until you answer the quick questions and record the morning facts, the parts that cannot be known are left out of the "out of" rather than counted as zero.
- **Rest days** are not scored. Tick "Rest day" at Close and the card says so.
- **History** shows each day's score as a chip; the **Upgrade** tab shows the week and the month as a chart, with the average of each component.
- **Every point has a reason.** Open "How these points were counted" under the card. If a reason is wrong, the record is wrong — fix the record, not the score.

The rubric is a design choice, not a validated scale. Insight never replaces completed work. If the number starts to feel like a verdict on you, stop using it for a week — the method works without it.

4 · YOUR WEEK AND YOUR MONTH

# The Upgrade tab

Every week the workspace reads your records and hands you a short report. Every month, the same at a larger scale. This is where the loop closes.




UPGRADE — MY OPERATING SYSTEM, THE REPORT, THE SCORE CHART, UPGRADES TO TRY, INSTALL, PDF

# What the report contains

| Part | What it is |
|---|---|
| My operating system | Your version number and the settings you have installed so far, with a changelog. v0.1 is whatever you already do. |
| Last 7 days / Last 30 days | The period the report covers. Switch any time. |
| Six numbers | Days recorded · focus minutes · focus periods · ended with proof · days closed · typical start time. |
| What the records say | Plain sentences, each with the number behind it — for example "With a start cue, work started around 09:47 (3 days); without, around 11:18 (2 days)." Only lines that have a number are shown. |
| Loop Integrity | The score chart for the period, the average, the best day, and the average of each component. Green bars are complete days; tinted bars are still settling; grey marks are rest days. |
| How your upgrades are doing | Each installed upgrade against its own baseline: helping · about the same · not yet · too early. One click to let it go. |
| Upgrades to try | Three to five, ranked by the strength of the evidence, each with the moment it belongs to, why (with numbers), what to do, and what will be watched. |
| Keep doing | What is already working. |
| Buttons | Install selected □ the version moves. Download this report as PDF. Copy as text. |

## Installing an upgrade

- Tick one to three. Fewer is better — each one is tested in the next report, and three is the most it can tell apart.
- Press **Install**. Your operating system goes up a version (v0.2, v0.3…), the changelog records what changed, and the upgrade stops being suggested.
- From then on, do the thing. The next report compares the metric it watches against the baseline from the day you installed it.
- If it is not helping after a fair trial, **Let it go**. That also moves the version — letting go is a change too.

Rules, not guesses. The report is computed from your records by fixed rules that encode the method's own habits. It cannot see anything you did not record, it never invents a finding, and it never leaves your device.

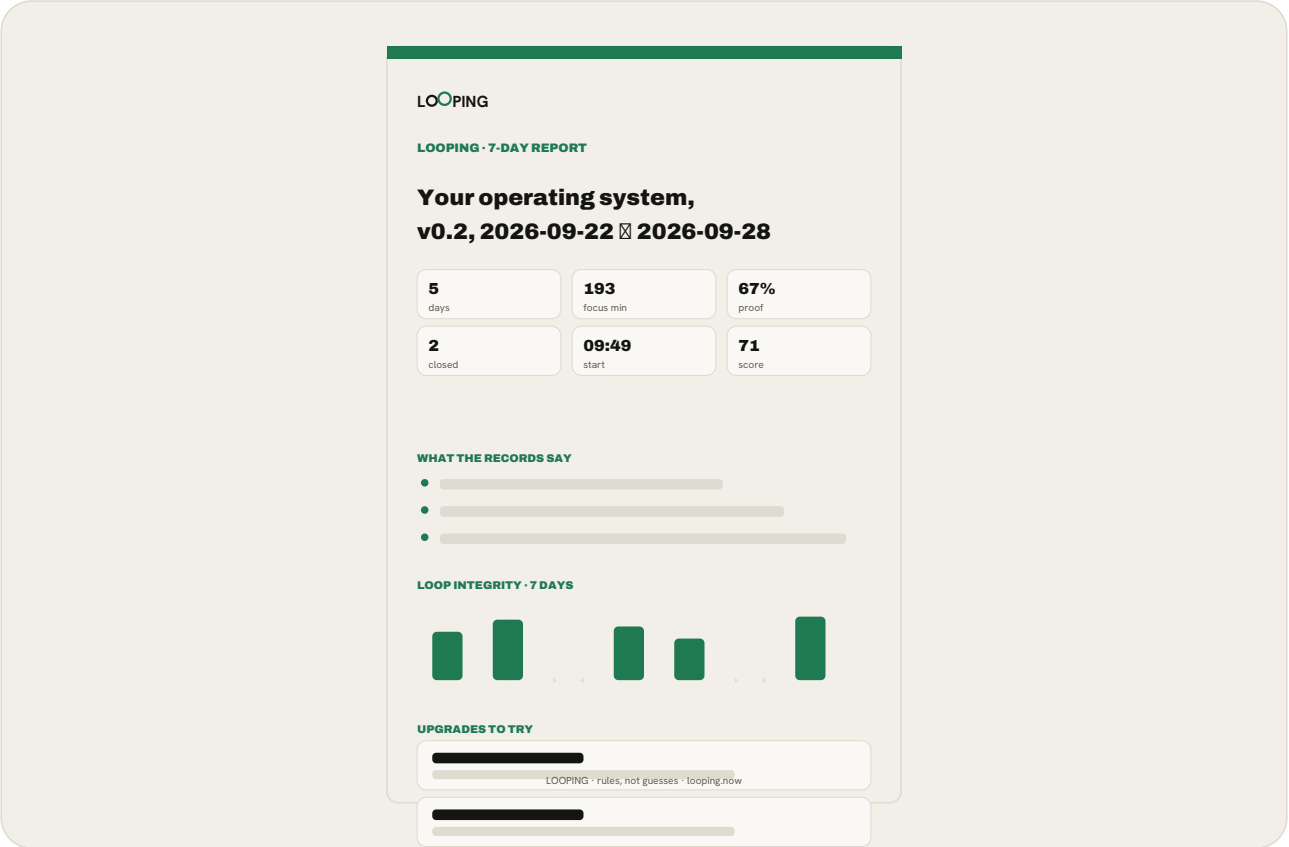
## Before you have records

Settings □ **Load a sample month** fills the workspace with thirty made-up days so you can see what a report looks like. It is clearly fake and can be removed with one click.

5 · REPORTS AS PDF

# Download your 7-day or 30-day report

On the Upgrade tab, press **Download this report as PDF**. The file is built in your browser and saved to your device — nothing is sent anywhere.




THE PDF REPORT — ONE TO THREE PAGES, SAME DESIGN AS THE SITE

## What is in it

- The title block: your operating system version and the period.
- The six numbers, "What the records say", the Loop Integrity chart and component averages.
- How your upgrades are doing, the upgrades to try, keep doing.
- My operating system: installed settings and the changelog.

## When to use it

- Once a week, for yourself: a page to read away from the screen.
- Once a month, to keep: the 30-day report is your system snapshot — "v0.4, as of 30 September".

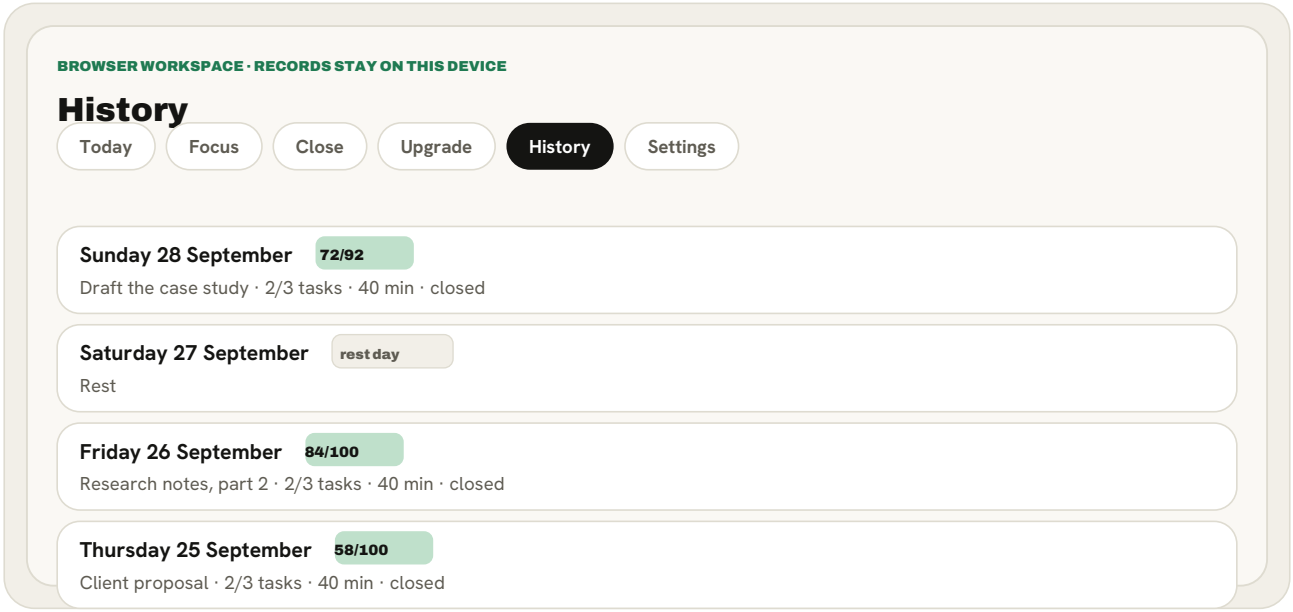
- To share with someone you trust — a coach, a partner, a colleague — the report says only what you recorded.

The file is named LOOPING_7-day_report__.pdf (or 30-day). On a phone it lands in the browser's downloads.

6 · HISTORY AND YOUR DATA

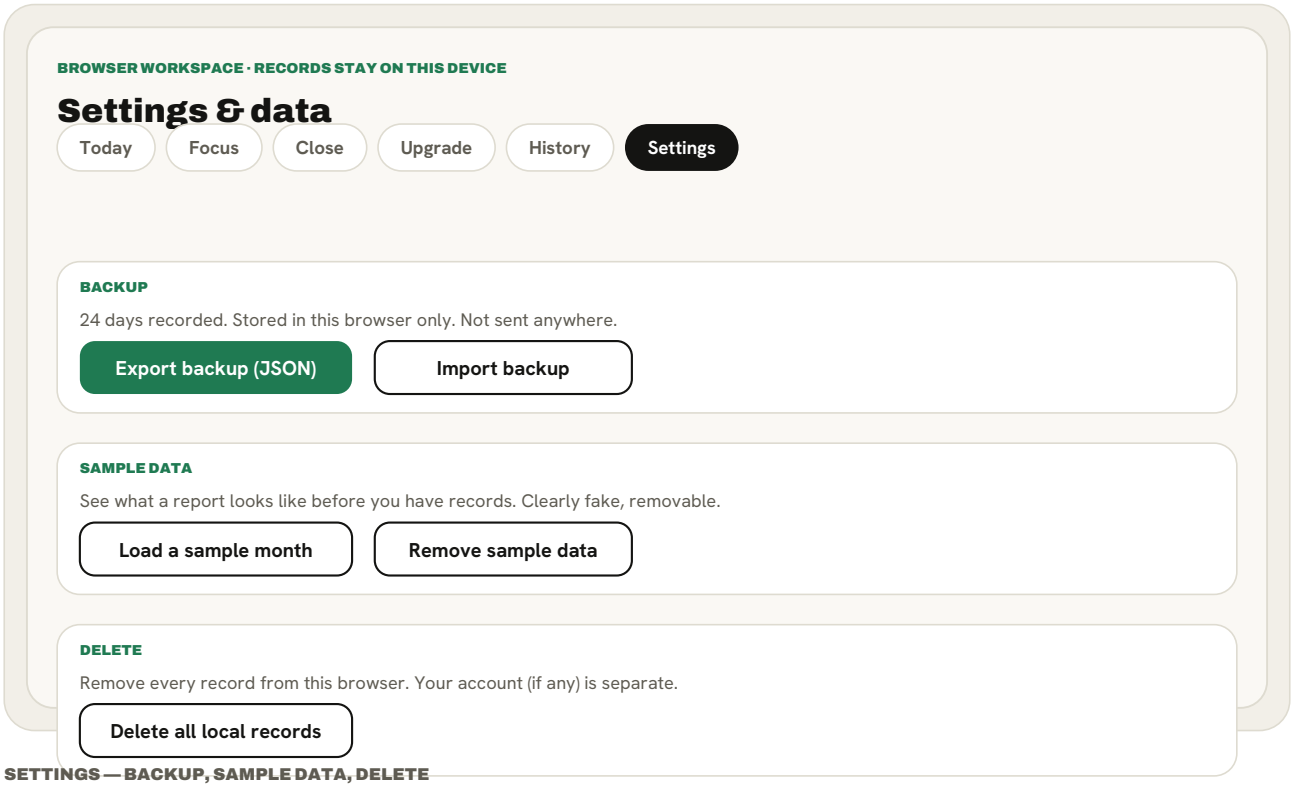
# History

Every day you touched, newest first, with its score. Open a day to see everything you wrote.




HISTORY — ONE LINE PER DAY, THE SCORE AS A CHIP, REST DAYS MARKED

# Settings & data




SETTINGS — BACKUP, SAMPLE DATA, DELETE

| Function | What it does |
| --- | --- |

| | |
|---|---|
| Export backup (JSON) | One file with every record, your operating system and its changelog. Keep it somewhere you control. |
| Import backup | Replaces what is in this browser with the file. Export first if in doubt. Use it to move to a new device or browser. |
| Load / remove a sample month | Fake data to try the reports. Removable. |
| Delete all local records | Removes everything from this browser. Your account (if you have one) is separate and unaffected. |

Your records live in this browser only. Clearing site data, a private window, losing the device or switching browsers can remove them. Export a backup before any of those.

# What an account is for

Nothing in this manual needs an account. Registration is a one-time sign-in link to your email — no password — and holds only your beta profile and whether you want updates. It does not upload or sync your records.

| | Where it lives | What signing in changes |
|---|---|---|
| Daily records, scores, reports | This browser (localStorage) | Nothing. They never leave the device. |
| Beta profile, updates preference | LOOPING's database | You can edit or delete them on the account page. |
| Newsletter | Separate list, double opt-in | Confirm by email; leave with one click. |

## Apps

LOOPING: Daily Momentum for Android and iPhone brings Today, Focus, Close, History and Settings to your phone. Both stay marked "coming soon" until verified store listings exist. Until then the workspace works on a phone browser; add it to your home screen.

8 · TROUBLESHOOTING

# The first-week questions

| Question | Answer |
|---|---|
| My score says "out of 92", not 100. | A component could not be known yet — usually sleep (recorded the next morning) or the quick answers at Close. Answer them and it settles. |
| No score is showing. | The score card appears on the Close tab once the day has any record. A rest day shows "Rest". |
| The Upgrade tab says "three recorded days are the minimum". | Use Today, Focus or Close on three days. Or load the sample month to see the shape of a report now. |
| A report sentence seems wrong. | Open History for the days it names. Every sentence comes from a number in a record; fix the record and the report follows. |
| I lost my records. | If you exported a backup: Settings □ Import. If not, they cannot be recovered — records live in the browser only. |
| The animations move too much. | Use the pause button under each animation, or turn on "reduce motion" in your system settings — the site respects it. |
| Dark mode? | The sun/moon switch in the header. Remembered per device. |
| I want the phone away from the score. | Answer "Yes / Partly / No" honestly; it is 10 points of 100. Or skip the answer — the score is then out of 90. |

9 · THE HONEST PART

# What this is, and what it is not

LOOPING is a method, not a treatment. It has not been tested in a trial and we will never call it clinically proven. Where a design choice lines up with published research — start cues, environmental changes, written over verbal, protecting sleep, shorter focus periods with breaks — we say so and cite it in the Research Notes; where the evidence is thin, we say that too.

The score, the reports and the upgrades are rules, not judgments: fixed, readable, computed on your device from what you recorded. They cannot see what you did not record and they never invent a finding.

Free while it is a beta. Pricing, if it comes, will be announced before it applies to anyone. Questions, corrections, and anything that breaks the rules above: **hello@looping.now**. We read everything.

QUICK REFERENCE

## One day, one loop

| When | Do | Tab |
|---|---|---|
| Morning | One priority · first physical action · start cue. Up to three tasks. | Today |
| During | Focus 5/15/25/45 · proof at the end · restart after a disruption · return note before switching | Focus · Today |
| Evening | Tomorrow bridge · one blocker removed · three quick answers · Close the day □ score | Close |
| Next morning | Start time · sleep · proof. Unknown means unknown. | Close |
| Weekly | Read the report · pick one to three upgrades · Install | Upgrade |
| Monthly | The 30-day report · download the PDF · keep or let go | Upgrade |