

End-of-Day Shutdown Checklist

Stop work 15 minutes before your official end time:

- ☐ 1. Close all tabs except tomorrow's first task
- ☐ 2. Write tomorrow's top 3 priorities (no more than 3)
- ☐ 3. Send any 'just wrapping up' messages before signing off
- ☐ 4. Write down one win from today (even a small one)
- ☐ 5. Tidy your physical workspace (lowers next-day friction)
- ☐ 6. Phone on charger, in another room if possible

Your tomorrow-self will thank you.