

The End-of-Day Shutdown Checklist



A 5-step ritual to close the workday cleanly and organise tomorrow.



Activities

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Step 1 — Capture (5 minutes)

Empty your head onto paper. Open a notebook or note app and write down everything still rattling around in your mind: unfinished tasks, ideas, worries,

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Step 2 — Review (5 minutes)

Look at what you actually did today. Cross off completed tasks. For anything unfinished, decide one of two things: Move it to tomorrow or schedule it.

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Step 3 — Prioritise tomorrow (5 minutes)

Pick the three most important tasks for tomorrow. Not ten. Three. Write them in priority order:: The one task that, if done, makes tomorrow a win, the second, the third.

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Step 4 — Prep your environment (3 minutes)

Set up the physical and digital stage for tomorrow's first task: Close all browser tabs except what you'll need, Place tomorrow's tools where you'll start, Lay out workout clothes.

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Step 5 — Close the day (2 minutes)

Write down one win from today — anything you did well, completed, or showed up for. Then say (out loud or in your head): "The workday is closed." **The day is done.**

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Why it matters:

Without a clear endpoint, work bleeds into your evening, your sleep, and eventually your identity. The ritual creates a boundary your brain can actually feel.

