

The Daily Shutdown

WORKSHEET



Instruction:

Fill this out once. Run it for seven days before changing it.

1. Draw the line.

The time I begin my shutdown (this might vary day-to-day, but put the ideal time):

The one action that starts the close:

2. Close the channels.

Every channel I clear and pause:

Who is waiting on you? Unblock the person most likely carrying your delay – list 3 – your spouse/family, team, customer/client, vendor/contractor, or your future self tomorrow morning.

1 _____

2 _____

3 _____

3. Clear the system.

Head-sweep -- loops still in my head, capture now

System checks:

task manager

due items

calendar

waiting-for

reminders

Surfaces:

downloads

desktop

inbox

desk

4. Guard the evening.

My structural guard: what will automatically block, remove, or interrupt the work loops after shutdown?

5. End in thanks.

The words I end on (the same line every day):
