



End of Workday Shutdown Checklist

"Work follows me home." A short routine that closes your open loops, so the evening is yours again.

Date _____ Shutdown time _____

- ☐ **1. Catch the promises** 1-2 min
Ask your AI: "List every commitment I made today, with who, what and when." No connected AI? Skim your sent messages instead. Add any promises to your list.
- ☐ **2. Empty the capture inbox** 1 min
Everything loose goes into one trusted list. Don't sort it now.
- ☐ **3. Look at tomorrow** 1 min
Glance at the calendar and pick tomorrow's first task.
- ☐ **4. Write the shutdown note** 1 min
Three lines, below.
- ☐ **5. Close and leave**
Close the laptop and silence work apps. Working from home? Take a short walk.

Today's shutdown note

Where I left off

The first thing I'll do tomorrow

Anything still bothering me

Same time every day. 4:20 PM, or ten minutes before you usually stop. Put it in your calendar as a recurring block.

Keep it short. Three lines, not a diary.

Said it. Wrote it. Done for today.