

End-of-Day Shutdown Checklist

Run this list in the last 15 minutes of your working day, every day. It closes today properly so tomorrow starts clean.

1. Close down

- ☐ All browser tabs reviewed - useful ones saved, rest closed
- ☐ All apps and documents closed or saved
- ☐ Desktop / downloads tidied
- ☐ Computer backed up or files synced

2. Log today

- ☐ Hours worked logged per client
- ☐ Invoices or expenses recorded
- ☐ Client messages answered or flagged for tomorrow
- ☐ Today's wins written down (at least one)

3. Plan tomorrow

- ☐ Tomorrow's Top 3 tasks chosen
- ☐ First task of tomorrow is obvious and ready to start
- ☐ Calendar checked for tomorrow's calls and deadlines
- ☐ Anything blocking tomorrow is noted

4. Switch off

- ☐ Work notifications muted
- ☐ Phone on personal mode
- ☐ Workspace left tidy

Tomorrow's Top 3

1	<hr/>
2	<hr/>
3	<hr/>