



# Shutdown Routine

## #1-Review The Workday

## #2-Sketch Out Plan For The Next Workday

## #3-Celebrate Today's Successes

## #4-Set an Evening intention

# Shutdown Routine

This Daily exercise is a major step towards Work/Life Balance for the busy leader. It enables you to turn off at the end of each day and transition from your work life to your personal life.

If done routinely, you will assess your completed and outstanding tasks, lay the groundwork for another productive day, celebrate your progress, and stop thinking about work once your workday ends.

**Follow these steps. Ask yourself the questions below as you fill out the planner.**

## **Step 1: Review the Workday**

- How did it go?
- What did I make progress on?
- What are the lessons learned?
- Outstanding Tasks? Unfinished and New Business?

## **Step 2: Prioritize & Sketch out the plan for the next workday**

- What are my next steps?
- What actions will move me forward?
- What is my most important priority?

## **Step 3: Celebrate Today's Progress:**

- Small Wins:
- Biggest Win:
- What am I most grateful for?

## **Step 4: Set an evening intention:**

- What mindset do I want to bring for the rest of my day?
- What one or two things do I want to do with my evening?