10 Things To Do At The End of Your Work Day

End each workday on a positive note and get into a habit of doing these 10 things each day.



- [ ] 1 Check your schedule for the next day
- [ ] 2 Evaluate your to-do list
- [ ] 3 Block of 15 minutes at the end of the day to respond to emails
- [ ] 4 Take a few minutes to tie up any small tasks that are on your mind
- [ ] 5 Make a new to-do list
- [ ] 6 Reflect and write down one positive thing or an accomplishment you made
- [ ] 7 Tidy up your workspace
- [ ] 8 Say goodbye or have a good evening to your co-workers (positivity is contagious)
- [ ] 9 Disconnect for a few minutes either on your commute home or spend a few minutes reflecting on the day alone
- [ ] 10 Plan something to look forward to for the evening

Make and Share Free Checklists

checkli.com