

Ten-minute shutdown card

End the working day with the same short routine, in the same order, at about the same time. It works best when it ends in a physical action, like closing a laptop. It is a practical suggestion from common practice, not a tested treatment.

☐ **1. Review (2 minutes)**

Note what you finished today. Your brain keeps the unfinished list and forgets the done one.

☐ **2. Capture (3 minutes)**

Write every loose task, worry, and idea on one list, in any order. Do not solve them.

☐ **3. Plan (2 minutes)**

Choose the top three things for tomorrow. You now have a first move for the morning.

☐ **4. Close (2 minutes)**

Close tabs, mute work notifications, and put the laptop or work phone out of sight.

☐ **5. Say it (1 minute)**

Say or write: that is it for today. A clear marker ends the day in your head too.

TODAY'S SHUTDOWN

What I finished today

Loose list: tasks, worries, ideas

Tomorrow's top three

My first move tomorrow morning

I did my shutdown routine (circle each day)



Mon



Tue



Wed



Thu



Fri



Sat



Sun

IF A WORK THOUGHT COMES BACK

Notice it, park it, then move your attention with your body or hands. Keep a notepad by the bed: if a work thought wakes you, write one line, close the pad, and tell yourself it will be there in the morning. If worry keeps you awake most nights, see a GP or doctor.

Sources: Sonnentag (2012): Psychological detachment from work NHS: Get help with stress