



Work Boundaries & Shutdown Routine

Draw a clean line between work and the rest of your life.

When work bleeds into every evening, the brain never fully recovers — which deepens stress and, ironically, hurts performance. A consistent “shutdown routine” signals that the workday is genuinely over, so your mind can stop running it in the background. Pair it with a few clear boundaries and you protect both your downtime and your focus.

Build your shutdown routine

A short, repeatable sequence to close the day — the same steps each time.

- Review today: what's done, what's not.
- Write tomorrow's top 1–3 tasks so your brain can let them go.
- Tidy the desk; close the tabs.
- A closing cue — a phrase like “work's done for today” or a small ritual.
- A transition: a short walk, a change of clothes, or some music.

My work boundaries

Boundary	My rule
After-hours messages	
Working weekends	
Lunch & breaks	
Focus time vs. meetings	

Bring this worksheet to your next appointment.