

Daily Review

20 Minutes to End Your Day With Calm and Clarity

SUPPLIES NEEDED:

- Journal or planner
- Pen
- Sticky note

Prepare

Block out your calendar for the 20 minutes before you want to be done with work for the day. So, if you'd like to be done at 5 pm, block time from 4:40-5pm so you won't be interrupted.

Turn off notifications on your phone, close your door if possible

Why bother?

This exercise is to help you "close the door" on your work day so you can move into your off-time being fully present. When you get clear on where you ended your day and what's important next, you'll be giving yourself the gift of knowing exactly where to begin when you return to work.



TIDY

Tidy up your desk or workspace. Remove mugs or water glasses, and clear the surface of your desk. Make space for any projects that need to be kept out.



CAPTURE

- Write down any outstanding tasks from today that you need to remember to do or schedule tomorrow
- Look ahead to see if there are any big deadlines to consider
- Review your list of tasks and projects, and decide what your main focus will be for tomorrow
- Notice if there's anything that needs to be delegated to someone else (and delegate it!)



PLAN YOUR DAY

- Review your calendar for any appointments or obligations
- Decide when you'll start and end your workday
- Block time for things like exercise, meditation, or lunch (it can get lost otherwise!)
- Block time for your #1 priority/project
- Block time for ongoing/admin tasks like responding to emails



CLARIFY

Ask yourself, "if I can only do 3 things tomorrow, what would they be?" Write them on a sticky note. Put it on your desk so that it's the first thing you see when you walk in.



APPRECIATE

Take a minute to reflect on your day. What are you proud of? What are you excited about? What are you grateful for? You can write it down or simply pause to let it land.

Nice work. Enjoy the evening!