Close the day before bed

Leave one unfinished task on paper, decide where to start tomorrow and give tonight's last activity an ending.

01 Park an unfinished task before bed

A half-finished email keeps coming to mind. Draft one line that says where the task lives and what the next step will be tomorrow.

Write a parking note

02 Make tomorrow's first step fit on one line

You want to close the workday. Which note gives tomorrow a useful starting point?

- ▢ Open the budget and check the missing receipt
- ▢ Catch up on absolutely everything

03 Choose an ending for one more episode

Think of a familiar evening activity with a natural stopping point. Write the cue and one quiet thing you want to do next.

Name your stopping cue

Worked answers
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