

How to plan your own END OF DAY ROUTINE

In the columns below, describe in detail the detailed specifics of your own custom end of day routine. What time will you lock your doors/end client access, how will you prep for the next day, and when are you officially logging out and leaving the office to enjoy some well deserved personal time?

FINAL HOUR	FINAL 30 MIN	SHUT DOWN
<p><i>What time is your final working hour? This is the end of any client work/meeting time.</i></p> <p><i>What do you need to do (action steps) in order to end your current workday?</i></p>	<p><i>What time is your final 30 minutes? This is the end of completing any client projects and start of next day prep.</i></p> <p><i>What do you need to do in order to prepare for tomorrow's work day?</i></p>	<p><i>What time is your official end of day? This is the time you will fully shut down and close up shop?</i></p> <p><i>What does fully shutting down mean to you? (action steps) And what will your re-location/change of scenery be once you shut down?</i></p>

WHAT ABOUT YOUR OPENING ROUTINE?

Before you can worry about how to end your workday, we need to address how you start your work day too.

START TIME	FIRST HOUR	CLIENT TIME
<p><i>What time is your first working hour? When will you physically be "at work"?</i></p>	<p><i>What administrative activities will you be doing during this first hour before focusing on clients?</i></p>	<p><i>What time is your "client time"? When will you begin client work, and open up time for meeting and client communication?</i></p>