



CREATE YOUR FRIDAY SHUTDOWN ROUTINE

This sheet helps you set up a simple routine to reclaim your weekend.

- 1 List all open tasks before leaving work on Friday.
- 2 Place the list where you'll see it first on Monday.
- 3 Silence work notifications until Monday morning.
- 4 Reflect on your weekend once it's over.
- 5 Adjust the routine as needed to protect your time.

MAKE IT YOURS

My one move this week: _____

When and where, exactly: _____

My witness (one person I told): _____

I showed up:

☐

MON

☐

TUE

☐

WED

☐

THU

☐

FRI

☐

SAT

☐

SUN

What I noticed this week:

Rest isn't what's left over after work. It's what a border protects.