

1 Declare Off Duty

Say it in your mind: I'm off duty. Not forever. Just for tonight.

☐ Shoulders dropped ☐ Jaw unclenched ☐ 4-7-8 breath done

2 Park It. Not Now.

What did your mind offer you? Log it in a few words. Don't solve it here.

3 The Completion Scan

What did I complete today? Small is fine. Three is enough.

4 The Tomorrow Tray

The unfinished task, the decision you're circling, the message still waiting. Place them. Don't plan them.

5 Tomorrow's First Move

One task. One outcome. Not the whole day, just the opening move.

First move:

Start time:

 Done looks like:

MORNING CHECK

Did I start with the first move I chose last night?

☐ Yes

☐ Not yet

ANCHORS — "I complete the day on purpose." "What's unfinished is safe until tomorrow."
"Tomorrow gets my best. Tonight gets rest." "Park it. Not now."