



The Workday Shutdown Framework

A simple structure to help your brain switch off after work.

Capture

Write down unfinished tasks, decisions and follow-ups.

Prioritise

Choose the three priorities that will matter most tomorrow.

Close

End the day with a clear physical or environmental transition.

When the brain knows the workday has a defined ending,
it stops trying to finish it during your evening.

You don't need a different job.
You need a clearer ending to your day.
