



Capture loose ends, check tomorrow, and leave a return note before stopping.

HOW TO USE

End the day by capturing unfinished items, checking tomorrow's confirmed commitments, and choosing one first action. Prepare one useful item if practical, then leave a clear return note.

 LOOSE ENDS

Write what is unfinished without opening every task.

[illegible]

TOMORROW

Check appointments and due dates against the actual calendar or notice.

TOMORROW'S
CONFIRMED
COMMITMENTS

-
-
-

FIRST ACTION

• _____

• _____

• _____

 MATERIALS / LOCATION

• _____

• _____

• _____

 ONE ITEM TO PREPARE

• _____

• _____

• _____

WHERE I STOPPED

NEXT ACTION ON RETURN

FINISH POINT / REVIEW CUE



EVENING ROUTINE CHECKLIST

End the day by capturing unfinished items, checking tomorrow's confirmed commitments, and choosing one first action. Prepare one useful item if practical, then leave a clear return note.

THE STEPS

An Evening Routine Checklist That Leaves a Clear Place to Begin

You can stop before everything is finished when you know what comes next and where its materials are.

1 CAPTURE LOOSE ENDS

Write what is unfinished without opening every task.

2 VERIFY TOMORROW

Check appointments and due dates against the actual calendar or notice.

3 CHOOSE ONE FIRST ACTION

Write a visible next step that fits the start of the day.

4 PREPARE ONE NEEDED ITEM

Use the bag, document, clothes, or materials that repeatedly cause a delay.

5 LEAVE THE RETURN POINT

Write where you stopped, what happens next, and where to find the work.

6 CHOOSE THE FINISH POINT

Stop at the point you chose. Return to the note when the next session begins.

AN EXAMPLE

Fictional workday: "Draft ends after paragraph two; next add the example; document is in the project folder."
Tomorrow's badge goes in the bag pocket. The loose-end list stays in the notebook. It doesn't become tonight's work.

THE SMALLER VERSION

Write the next action and its location. Check any commitment you must keep tomorrow.

WHEN YOU COME BACK

Read the return note and confirm that the next action still fits. Begin there.

AFTER YOU TRY IT

Can you pick back up without working out where you stopped?

Examples on this page are made up. Use your own dates and details.