

Power-down *ritual*

Delineating for Mental & Physical Health

01

step one

REVIEW

Review weekly
objectives

02

step two

PRIORITISE

Define daily
priorities and order
in list of importance

03

step three

PREPARE

Prep all tasks for the
next day to eliminate
friction.

Create clear steps
so you can execute
without friction

04

step four

CLEAR

Clear out undone
tasks and tie up
loose ends

05

step five

SWITCH OFF

DROP into wind
down and active
recovery for evening