



The End-of-Day Shutdown Checklist

Give yourself report. Hand the shift to tomorrow. Go home.

DATE:

Ten minutes. Before you leave. Not after dinner.

1 • WHAT ACTUALLY GOT DONE TODAY

Three minimum. Your brain files the day as a failure if you skip this line.

2 • UNFINISHED — AND WHERE IT LIVES

Written down = held. Held = your brain can put it down.

TASK

NEXT TOUCH (WHEN)

3 • THE WORRY PARKING LOT

Can't fix it tonight. Name it and park it — a named worry is half the size of a vague one.

4 • TOMORROW'S ONE PRIORITY

One. Singular. Chosen now, not in a 7 a.m. hallway ambush.

5 • THE CLOSING RITUAL

Tell your body the shift is over.

List written

Notifications off

Desk / status board reset

Said goodbye to the building — out loud

"I gave report. The building is tomorrow's problem until tomorrow."

SIGNED:

"Peace isn't the absence of unfinished work. It's knowing it's written down somewhere that isn't your nervous system."



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