

# 10 Things To Do At The End of Your Work Day

End each workday on a positive note and get into a habit of doing these 10 things each day.



- 1 Check your schedule for the next day
- 1 Evaluate your to-do list
- 1 Block of 15 minutes at the end of the day to respond to emails
- 1 Take a few minutes to tie up any small tasks that are on your mind
- 1 Make a new to-do list
- 1 Reflect and write down one positive thing or an accomplishment you made
- 1 Tidy up your workspace
- 1 Say goodbye or have a good evening to your co-workers (positivity is contagious)
- 1 Disconnect for a few minutes either on your commute home or spend a few minutes reflecting on the day alone
- 1 Plan something to look forward to for the evening

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