



# Ending Your Workday Checklist

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- ✓ **Pause** for a moment to reflect on today
- ✓ **Be proud** of the work you did today
- ✓ **Consider three things** that went well
- ✓ **Acknowledge one difficulty** and let it go
- ✓ **Compassion check:**
  - Our colleagues: Are they OK?
  - You: Are you OK?
- ✓ **Rest and recharge:**
  - Now switch your attention to home