



Ending Your Workday Checklist

- ✔ **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