

The Wind-Down Checklist

Six small moves for the last ten minutes of your workday, so the day actually ends instead of following you home in your shoulders and your inbox tab.

BEFORE YOU CLOSE THE LAPTOP

- ☐ **Write tomorrow's first task.**
One line, on paper or in a note. It gets the open loop out of your head and onto something you can trust to still be there tomorrow.
 - ☐ **Name one thing that went okay.**
Not the whole day — one thing. Your nervous system needs evidence the day wasn't only threat, even on hard days.
 - ☐ **Physically close something.**
Shut the laptop, close the tab, put the badge away. A small physical act tells your body the work-mode is actually over.
 - ☐ **Unclench.**
Jaw, shoulders, hands. Roll your shoulders back once, on purpose. You've probably been holding tension for hours without noticing.
 - ☐ **Take three slow breaths before you move.**
Exhale longer than you inhale. This is the signal that shifts your body out of work-alert and into off-duty.
 - ☐ **Say (even silently) "I'm done for today."**
Sounds small. It's a deliberate boundary between work-you and home-you, and your brain listens to it more than you'd expect.
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IF YOU'RE STILL WOUND UP AFTER ALL SIX

That's a sign your body is still in alert mode, not a sign the checklist failed. Run the 3-Minute Reset (feet, eyes, breath, one true thing) before you try to transition into the rest of your evening — trying to relax on top of an activated nervous system usually doesn't work, and settling the alarm first does.

This isn't a cure and it isn't therapy. It's not a substitute for the deeper work of healing from trauma. If you're in crisis or thinking about harming yourself, please reach out to a crisis line or a professional rather than relying on a tool like this alone.

MINDFULNESS FOR PTSD AND WORKPLACE TRAUMA

This is one small piece of what's in the book. For one practical tool like this in your inbox every week, that's what the Reset List is for — short, practical, no fluff.