

Quick Guide: How To End Your Day on a Good Note

At the end of the working day, most of us want to log off, pack up and chill out. But how you end your day is critical as it sets the stage for tomorrow: the first few hours in the office can have a significant effect on your productivity. So here are the **top ten tips** to help you end your day on a good note:

- 1. Allocate time to reflect on the day.** Unfortunately most of us don't do this. But if you can make time to reflect on your best achievement or success that day you will end up walking out with a spring in your step.
- 2. Evaluate today's to-do list.** Make sure you are where you need to be on these activities and have accomplished as much as you could. If not, plan what still needs to be done and when you will do it. Alternatively, if you can get it done quickly before you leave, do it. It will save you time and stress tomorrow.
- 3. Review and plan tomorrow's to-do list.** What must you accomplish tomorrow? Who must you phone or meet to do these things? You can update or expand your to-do list tomorrow, but having a preliminary list tonight gives you a head start.
- 4. Identify and focus on what you are looking forward to** or what will give you a real sense of achievement. It will help you leave behind what's happened today and put you in a better mood when you leave.
- 5. Do the housekeeping.** Tidy up, clean out the inbox and do your filing (paper or electronic). Sort out all those CCs and random requests. If your inbox is less full tomorrow you'll be able to focus on the critical tasks.
- 6. Tie up any loose ends** so you can really disconnect when you leave. So send that email you've been meaning to, respond to a quick request, thank a colleague or client for their help.
- 7. Don't stay to keep up with the boss.** Don't leave because you can. Do the right thing and do things right.
- 8. Say goodbye.** This is just as important as saying good morning!
- 9. Disconnect.** Shut down your smartphone or at least turn off email alerts. Carrying your stress and worries with you won't serve you (or your family/friends) any good.
- 10. Go home!** Leave on a positive note knowing you have achieved today and feel good about what you are going to achieve tomorrow.

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