

THE FRIDAY SHUTDOWN

Time: 10 minutes

1. The Brain Dump (3 minutes)*

Open a notebook. Write down every task, half-finished thought, or "don't forget" item. If it stays in your head, it will wake you up at 2:00 AM.

2. "That's a Monday job" (2 minutes)

Look at your dump list. Circle the **Top 3** priorities for Monday morning. Write them on a physical sticky note and leave it on your closed laptop (or at the top of your digital to-do list).

3. Tab Reset (1 minute)

Close every browser tab. Clear your downloads folder. Quit all communication apps (Slack, Teams, Email).

4. The Physical Reset (3 minutes)

Clear your desk. If you work from home, pack your "Hybrid Bag" as if you were leaving an office. Put the pens away. Wipe the coffee ring off the table.

5. The "Lid-Close" Ritual (1 Minute)

Physically close your laptop. Stand up. Take one deep breath. Say: "The week is done!". Or words to that effect!

SHUTDOWN COMPLETE.

***TEAM MANAGERS:** "Friday Friction" usually comes from unfinished handovers. Use Step 1 to ensure all lead updates are logged. When the data is clean, the weekend is clear. Alignment starts with a shared ritual.