

AFTER WORK / EXPLANATION & EXAMPLE

Leave work a place to wait

The laptop is closed, but an unfinished task is still on your mind. Try giving it a short note and a time to return.

A small closing note

Choose one task that can safely wait until your next workday. Name it, write one practical next step, and decide when you will return. A few words in each box are enough.

EXAMPLE**1 What is unfinished?**

The delivery email.

2 What is my next step?

Check the delivery date.

3 When will I return?

Tomorrow at 9:00 a.m.

If the thought comes back

You can remind yourself: "I have a note and a time to return." The thought may still come back. You do not have to solve it again each time.

Further reading: NHS — Tackling your worries

AFTER WORK / YOUR TURN

Your closing note

Choose one unfinished task that can safely wait. Follow the example on page 1. Short answers are enough.

1 What is unfinished?

Name one task.

2 What is my next step?

Choose one small, practical action.

3 When will I return?

Choose a day and time.

One task is enough for today.

Type in the boxes and save a copy, or print this page and write by hand.