

LETTING GO

of the **WORKDAY**

-  Take a moment to contemplate today.
 -  Check on your colleagues before you leave. Are they OK?
 -  Think about one difficult thing that happened today. Let it go.
 -  Choose a signal that marks the end of your workday. Commit to stopping here.
 -  Identify three things that went well. Hold on to them.
 -  Switch your attention to going home, resting and recharging.
-

Review this checklist at the end of each workday. Take the time needed to make a smooth transition from work to home.