

EVENING TASKS

Date: _____

DONE	EVENING ROUTINE TASK	TARGET	NOTES/REFLECTION
	Work Shutdown / Clear Inbox	5:00 PM	<i>Finalize daily logs</i>
	Physical Activity / Stretch	6:00 PM	<i>30 min duration</i>
	Meal Prep & Dinner	7:00 PM	<i>Healthy choice focus</i>
	Digital Detox (Screens Off)	8:30 PM	<i>Phone in docking station</i>
	Plan Tomorrow's Top 3	9:00 PM	<i>Prioritize goals</i>
	Reading / Meditation	9:30 PM	<i>Wind down mind</i>
	Lights Out	10:30 PM	<i>Consistent sleep cycle</i>

**WHAT WENT WELL TODAY
FOR TOMORROW'S FOCUS**