

When Work Follows You Home

Track how much of your evening work takes, and decide where the day ends.

WHEN TO USE THIS

Use this for a week when messages and tasks keep showing up after hours.

For five evenings, write down what pulled you back in.

DAY	TIME	WHAT IT WAS	COULD IT WAIT?

What time do you want your workday to actually end?

What is the first thing you would have to change to make that true?

What would you say to a coworker who messages you after that time?

One sentence you could send without rewriting it five times.

You are allowed to have an evening. Start with one night and see what happens.