

# ADHD Workday Shutdown Worksheet

Close open loops, choose tomorrow's first action, and create a clean enough end to the workday.

---

## What's the workday ending problem right now?

Choose the closest problem. A shutdown is a small handoff to tomorrow, not an attempt to finish every open loop.

- |                                                                                           |                                                                                       |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>I stopped working but my brain will not leave work alone.</b> | <input type="checkbox"/> <b>Tomorrow will start with no idea where to begin.</b>      |
| <input type="checkbox"/> <b>My unfinished work is scattered across too many places.</b>   | <input type="checkbox"/> <b>Someone may be waiting for an update I have not sent.</b> |
| <input type="checkbox"/> <b>I feel guilty stopping because the work is not done.</b>      |                                                                                       |
- 

## Write only enough to begin

My two-minute action is:

---

---

---

The first round is done when:

---

---

---

If I stop, the next visible move is:

---

---

---