

14 Things You Should Do at the End of Every Work Day

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“Last week I laid out the 14 things you should do at the start of every work day. I said the first few hours in the office can have a significant effect on your level of productivity over the following eight. That’s true, but also one key to a successful morning is ending the previous day properly....”

Here’s how you should end your work day:

Evaluate your to-do list. Make sure you are where you need to be on these activities and that you’ve accomplished as much as you could, says Anita Attridge, a career and executive coach with the Five O’Clock Club, a career coaching organization. “If you aren’t satisfied with where you are, plan what you need to do and when you will do it so you don’t get further behind.” If you could quickly get something done before you leave, do it. This will save you time the next morning.

Review your schedule for the next day. Make sure you’re aware of any meetings or calls for the following day. You can also use this opportunity to schedule time on your calendar to accomplish any remaining items from today’s to-do list.

“Some people like to visualize, make a mental or physical note of what is on their schedule first thing the next day,” says David Shindler, an employability specialist and author of Learning to Leap. “Think about one thing you are most looking forward to tomorrow. It will help you leave behind what’s happened today, enrich your current mood and help to put a full stop to your working day.”

Check in with your boss and colleagues.

Depending on how hands-on your boss is, you may want to visit with him or her to discuss the status of any projects you’re working on, Taylor suggests. You’ll also want to get end-of-day updates from co-workers.

This is also a great opportunity to double-check deadlines and confirm that everyone is on the same page.

Tidy up. Nobody likes the feeling of walking into a mess, especially when you are under the gun, Woodward says. Before walking out the door take a few minutes to toss any trash, organize your paperwork and straighten up your desk. This will give that feeling of a fresh start when you arrive the next morning.

You should also clean out your in-box. “Block off at least 15 minutes at the end of your day to sort through those unnecessary CCs, happy hour invitations, and random solicitations,” he says. “E-mails can stack-up fast and it’s easy to miss those critical ones when your in-box gets too backed-up.”

Complete non-peak hour work. The end of the day is the best time to handle paperwork and tasks that don’t require phone contact. “E-mails, reports, status memos and thinking projects are best handled when phone calls, texts and other distractions have subsided,” Taylor says. Hopefully, you’ve maximized the peak hours to contact the people you need so that you can complete the administrative side of your job armed with their input. The end of the day is the time to determine who you need to reach first thing in the morning.

Get closure. Be sure to tie up any loose ends so that you can truly disconnect when you walk out the door, Woodward says. Be sure not to leave anything hanging that can quickly be taken care of. “There is nothing worse than having that feeling of something hanging over your head,” he says. Attridge agrees. She suggests you take a few minutes to send that e-mail you’ve been meaning to send, respond to that request that you can quickly answer, or touch base with a colleague you been meaning to see.

Make a new to-do list. Determine what you must accomplish the next day and have a plan of how you will use your time to manage your priorities, Attridge says. You’ll probably update or expand your to-do list the following morning, but it doesn’t hurt to compile a preliminary list the night before.

“Based on the day’s events and input, reflect those changes on your master to-do list so that when you start your day, you’re that much further ahead of the game,” Taylor says. “Anything you can do to have a head start in the morning will help you achieve more productive days and a more productive career.”

Reflect on the day. Unfortunately most people don’t do this. They’ll run out the door the second they’re done with their work. But if you can make time to reflect on your best achievement or success that day, you could end up walking out with a spring in your step, Shindler says.

Say good bye. Kerr says it’s important to create routines and rituals at work that will help us feel more fulfilled and happy in the long run, “so that we go home feeling reenergized and inspired, instead of fried and dead tired.” One simple routine that falls into this category is saying a proper good bye to your colleagues. “We tend to think about the importance of checking in and saying good morning to kick off the day, but we forget that it can be just as important, and make us feel good as well, to say a friendly and proper good bye to everyone rather than just silently drift off into the night. This is triply important if you are the supervisor.”

Leave on a positive note. Take note of something that went well, compliment a co-worker on an accomplishment, or drop a thank you note to a client, Woodward says. “The idea is to find something positive that makes you feel good about your job and make sure that moment is the last thing on your mind before walking out the door.” Taylor agrees. “If you have people reporting to you, say a few words of encouragement before you head for the door,” she says. “Most workers want to feel appreciated and know they’re making a difference in the big picture.”

Be green. Turn off your lights and equipment, Levit suggests.

Disconnect. Don’t be afraid to shut down your smartphone or at least shut off the e-mail alerts, Woodward says. Let people know about it. When you walk out that door be sure to tell your colleagues the period of time you will be unavailable and stick to it. “It’s important to be present for your family and friends,” he says.

Leave your stress at the door. When you walk out that door commit to leaving your stress behind. “Leaving the office at the end of the day can be tough, but carrying your stress home with you won’t serve any good,” Woodward says. “Your family needs you to be present, so do what you can to make sure your stress stays at the office.”

Go home. Don’t aim to be the last to leave for the sake of face time, Taylor says. You’ll wear yourself out and your productivity will slip. It’s one thing to be a hard worker, another to hang around for Brownie points, achieving nothing. Better to plan for the next day, get rest and be clear-headed in the morning. “If more than one person has labeled you a ‘workaholic’ or you’ve forgotten the name of your pet golden retriever, it may be time to do ‘80%’ and not give ‘110%,’” Taylor says. “Then you may normalize your work patterns more effectively.”

Shindler adds: “Don’t stay just to keep up with the boss. Don’t leave just because you can. Your colleagues may depend on you. Do the right things and do things right.”



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1. **Make time for family and friends**
2. **Exercise**
3. **Pursue a passion.**
4. **Vacation**
5. **Disconnect**
6. **Volunteer**
7. **Avoid chores**
8. **Plan**
9. **Socialize**
10. **Gardening/crafts/games/sports...**
11. **Network**
12. **Reflect**
13. **Meditate**
14. **Recharge**

Learn more about why you might need to make a change to your weekend, to ensure success! See the original article [here!](#)

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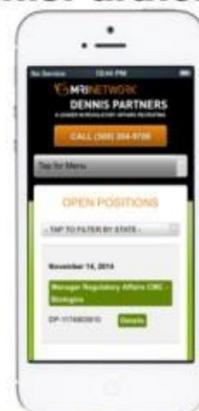
1. Plan Your Three MITs
2. Collect Your Mind’s Residue
3. Check the Weather Forecast and Pick Out Your Clothes
4. Declutter Your Handbag or Briefcase
5. Relax With Your Favorite Activity

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