

Evening Ritual



**Wind down, de-stress, sleep well
and be more productive every day, for free.**

Step 1: Brain Dump

This process “book ends” the day allowing your brain to get a handle on everything that just happened, learn better and make better decisions. It’s simple: Write down in a journal:

- **A “Done” list.** (“To do” lists are like looking up a big hill, “done” lists are looking down from the top). Only write down impactful things you got done, even you don't care that you posted on Facebook so don't write crap like that down. Be focused.
- **Issues:** Write down any issues that came up today that need addressing in the next few days.
- **Objectives:** Take a big step back and look at what you have on your plate, and what you already have in your diary over the next few days, set yourself objectives that are important and impactful. Schedule time to deal with issues or identify people who can help and delegate.

Step 2: The One Thing

Looking at your objectives and your goals side by side. What’s the ONE thing you can do tomorrow that will have the greatest impact? Write it down. (for more read *The One Thing* By Gary Keller and) Steps 1 and 2 will allow you to remove these niggles from your thoughts and get your organised, It avoids you getting lost in the noise of life.

Step 3: Wind Down

Now that all of that “stuff” is out of your head, you should be free to wind down. Over a year you will be much more productive if you’re well rested and happy than you will if you’re a stressed mess. Your performance will only be as good as you are. So wind down! Use the following tools:

- Meditation
- Stretching / yoga type activities
- Eating, especially socially
- Playing with your kids
- Reading, especially fiction
- Watching comedy
- Walking
- Having Sex

Step 4: The Grateful Log

One of the most impactful things I have ever used. It is simply the practice of being grateful. It is almost impossible to be grateful and fearful or stressed at the same time. Practicing being grateful can change your whole perspective on life and the world you live in. Simply write down 3 - 5 things you’re grateful for today. Try not to use the same things twice for at least a month. It can be mundane or it could be as big as you like. Either way, it forces you to focus on the positive things that are actually happening in your life right now, and that increases serotonin and reduces cortisol.

Step 5: Be Happy

Happiness promotes good sleep by raising serotonin and lowering cortisol. Be happy and sleep well, sleep well and be happy. It is a positive cycle.