



📞 773-244-6313  
✉ contact@chattechsolutions.com  
📍 4256 N Ravenswood Ave. #108  
Chicago, IL 60613

## ✅ The Daily Power-Down Checklist

### 1. **Pour a glass of water**

Pause. Sip. Let your mind shift out of work mode.

### 2. **Tidy your physical space**

Clear your desk. Wipe it down with something that smells good.

### 3. **Close the digital clutter**

Save documents. Close tabs. Exit open apps.

### 4. **Review what you finished**

Take a minute to acknowledge what moved forward—big or small.

### 5. **Write down tomorrow's top 2–3 tasks**

What actually matters? Note them. Let the rest wait.

### 6. **Set up your “frog”**

Leave one tab or file open to make it easy to start strong.

### 7. **Shut it down—on time**

Choose a stopping time and stick to it. Your future self will thank you.