

IMPACT BOARD

Daily Shutdown + Planning Routine

This playbook gives you a simple end of day shutdown routine to..

- Close open loops
- Recognise progress and spot lessons faster
- Decide the one thing that matters most tomorrow

You finish the day with a clear head and a simple plan.

Why this works

Open loops in your head drain focus and make it hard to switch off.

When you review your day, note a few wins, and choose tomorrow's main result, you:

- Sleep better because the plan for tomorrow is clear
- Feel less guilty about "not doing enough"
- Build momentum

When to use it

Run your WINS shutdown once per workday:

- At the end of your workday
- Same time each day (for example 17:30)
- In the same place, with as few distractions as possible

Set a 5-10 minute repeating calendar reminder called "WINS shutdown" and treat it like a meeting you don't move.

How WINS planning works

WINS is a 4 step checklist:

W – What I accomplished

Write 1 to 3 wins from today. Big moves or small.

I – Improvement

Write 1 thing you can change to make tomorrow easier or things run smoother.

N – Next priority

Pick 1 clear outcome that matters most for tomorrow.

This is your main focus for the day. Wha

S – Store everything else

Dump any other tasks, ideas or worries into a task tracking system or notebook so they're not in your head.

Daily WINS Shutdown Checklist

Use this every workday.

Date: _____

Shutdown time: _____

W – What I accomplished today

1 to 3 wins. What moved forward?

1. _____
2. _____
3. _____

I – Improvement for tomorrow

One change that would make tomorrow easier, smoother or more effective:

N – Next priority for tomorrow

If I only finish this tomorrow, it'll still feel like progress.

Main result for tomorrow:

What “done” looks like in one sentence:

When I'll do it (time block):

S – Store everything else

Tasks, ideas and worries I'm parking so they're not in my head:

How clear do I feel about tomorrow now?

(0 = not clear at all, 10 = very clear)

Circle: 0 1 2 3 4 5 6 7 8 9 10

Make it stick

Answer these once to lock in the habit.

Why this matters for me

If I do WINS most workdays, life and business will feel more:

What I'll do less of at the end of the day

(For example: checking email “one last time”, starting new tasks late.)

I'll do less of:

Habit stack

After I:

(for example: finish my last meeting or close my main work app)

I'll:

(for example: spend 5 minutes on my WINS Shutdown).

Ready to stop feeling stuck in your business and start building something bigger?

[Download our free brochure to see full details on the support we offer through Impact Board, or request a free strategy call.](#)