Warm down

The purpose of the 'Warm down' stage is to transition away from work and start the recovery process. Effective warm down routines will allow you to:

1. **mentally transition** from the 'Focus' to the 'Recovery' stage (and not to take your work mood home);
2. **switch off** more effectively
3. get **more out of your recovery time**
4. **lower anxiety**
5. **improve sleep** chances

Ways to build **Warm down** into your routine

TOP RECOMMENDATION
Identify a cut-off time in the evening.

Even if you enjoy working in the evening, there will be a time when you begin to borrow energy from the next day. When is that time for you?

If you're a morning lark it could be early. If you're a night-owl it could be quite late. Once you have this cut-off time, make a note of it and plan your day around it.

WHY
This routine will ensure you have a structure and rhythm to your day. This routine also has the twin benefit of increasing the intensity of the 'focus' stage, as you are constantly working to a deadline. Protecting two bursts of focused work will allow a far greater sense of achievement, leaving the rest of your day feeling more energised and motivated. There is evidence that scheduling difficult things first thing will give you the best chance of making progress, as your chance of procrastination (resistance) is lowest at this time.

Review the day, plan the day
(10 mins)

Before you shut down, take 10 minutes to review what you have achieved that day and make a plan for the next day. This will increase motivation over the long-term, and reduce anxiety in the short-term.

The daily HPR checklist will help with this – see below.

Give yourself a bed-time

Set a strict bedtime and before that, a pre-sleep routine. Go to bed at the same time every day (and try not to alter this time at the weekend).

Limit exposure to lights

Limit exposure to bright lights as the evening wears on. You can do this now by reducing the brightness on the screens you use later at night and using filters where available.

Tools to help

Try the daily high-performance routine checklist