

Workday Reflection Sheet

A gentle end-of-day check-in to help you leave work with a clearer mind.

DATE: _____

TODAY FELT:

☐

Calm

☐

Mixed

☐

Heavy

What drained me today?

Think about tasks, conversations, interruptions or pressure.

What helped me today?

Notice support, progress, calmer moments or anything that made work easier.

What do I need tomorrow?

Write one practical need, boundary, priority or conversation.

What can I let go of?

Something that does not need to follow you into the evening.

One small win

Something you completed, handled or moved forward today.

Closing thought: The working day is finished. I can return to what remains tomorrow.

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