G.O. H.O.M.E.!
Landing Ritual: The Ritual for Ending Your Workday.

GET REMINDED
Leverage a person or technology to remind yourself to start your landing ritual. You can set an alarm on your phone or on your computer or set an appointment with yourself that reminds you to GO HOME! You can also have an assistant or family member (fantastic accountability partners for this ritual) remind you.

Organize Desk
Take a moment to organize your desk. This doesn’t mean a completely cleaned off desk, but an orderly desk - stacks organized for next day, work materials put away, etc.

High 5
Make a list of your top-5-things to do the next day. These are your highest priorities first thing the next day.

Order Your Environment
Keep your office or work environment clean and orderly. Every item that has come into the space should either have a place or be eliminated. Keeping your desk and work room orderly and organized will increase your productivity significantly.

Money
What are you going to do to make or save money tomorrow? What money-making activities are you going to do? What will make you the most money? You run a business - a business makes money as it serves people.

Exit
Leave the office, close the door, leave work behind, and enter life, fitness, and family.