

FRIDAY FIVE *End of Workweek Checklist*

1. **Check your voice mail** one last time before leaving, making a note of who you need to call back on Monday and what is absolutely critical to deal with to keep your weekend as peaceful and work free as possible.
2. **Clear out your physical inbox** filing what needs to be used as reference and creating action folders (Items that require action from you) and delegation folders (Items that require action from others) for items that require your attention on Monday. Throw away anything that your do not plan to use now or in the future.
3. **Shred any papers** that need shredding before you leave the office. If you work from home shred and then bag up all trash and take it to the bin.
4. **Clear out your Email-inbox** as close to empty as you can. This will make Monday run super smooth. Do not start making phone calls or returning emails unless it is an emergency, just delete junk mail and file emails as needed into action list and delegation list and maybe a Need More Info list.
5. **Write a Monday Tackle List** - Take a few minutes to write what items you would like to tackle first thing Monday morning.