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|  | **AFERNOON – shutdown ritual** | **Mon** | **Tues** | **Weds** | **Thur** | **Fri** |
| 1 | Check latest GID reports |  |  |  |  |  |
| 2 | Review Feedly |  |  |  |  |  |
| 3 | Check Disqus |  |  |  |  |  |
| 4 | Track today’s achievements/goals |  |  |  |  |  |
| 5 | Shut down my to do list |  |  |  |  |  |
| 6 | Update client hrs |  |  |  |  |  |
| 7 | Prep tomorrow’s daily sked |  |  |  |  |  |
| 8 | Water plants |  |  |  |  |  |