

## CHECKLIST: THINGS TO DO BEFORE LEAVING THE OFFICE FOR THE DAY



### Task

Clean out voicemail and return calls

Empty your email inbox

Go through paper on the printer and in-basket and either [delegate it](#), recycle it, or act on it.

Clean off your desk

Check things off your [do-list](#) and update it for the next day

Update your do-list for the next day

Review calendar or [planner](#) for the next day

Synchronize your handheld phone or PDA with your desktop calendar

Layout files for next day meetings or assignments