

A 10-MINUTE ROUTINE

The Dinner Table Shutdown

How to leave work at work before you walk in the door.

Why this matters

You built your business for your family. But too many nights, you're at the table and your head is still at work. Your wife can tell. So can your kids.

Your brain won't switch off just because you tell it to. It needs a clear stopping point. This routine gives you one: the same 5 steps, about 10 minutes, every workday. Work stays at work, and you walk in the door ready to be a husband and a dad.

How to use this guide

- 1** Read the 5 steps on page 2.
- 2** Cut out the card on page 3. Keep it in your car, wallet or on your desk.
- 3** Check off each night on the 30-day tracker. Aim for 5 nights a week.

The 10-minute shutdown

Do these 5 steps at the end of every workday, in this order.

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- 1

Empty your head 3 minutes

Write down every open loop: calls to return, problems, ideas. Once it's on paper, your brain can let it go.

 - 2

Pick tomorrow's top 3 2 minutes

Circle the 3 things that matter most tomorrow. Everything else can wait until they're done.

 - 3

Close the doors 1 minute

Send any last "I'll get back to you tomorrow" messages. Turn on your auto-reply or Do Not Disturb.

 - 4

Park the phone 1 minute

Put your phone on a charger by the door, face down, until the kids are in bed.

 - 5

The driveway minute 3 minutes

Before you walk in, sit still. Take three slow breaths. Ask yourself: "What does my family need from me tonight?" Say a short prayer if that's part of your life.
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When you walk in the door

Greet each person by name. Ask one real question, like "What was the best part of your day?" Then listen. No phone and no work talk for the first 30 minutes.

Work from home? Do the routine at the same spot each day, then walk out of your office and shut the door behind you.

Keep it close

Cut out this card. Keep it in your car, your wallet or on your desk.

✂ Cut along the dashed line

The Dinner Table Shutdown	
	10 min
1 Empty your head	3 min
2 Pick tomorrow's top 3	2 min
3 Close the doors	1 min
4 Park the phone	1 min
5 The driveway minute	3 min
<i>Walk in ready.</i>	

Your 30-day tracker

Check a box each night you do the shutdown. Aim for 5 nights a week.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

Missed a night? Don't quit. Just start again tomorrow.

Ready for the next step?

Book a free 20-minute Week-Off Review with Eric. We'll look at your quiz score and plan your first move.

calendly.com/eric-nordhoff/pilot-program

Questions? Email eric@ericnordhoff.com