

EMAILS

replied or recorded



OPEN TASKS

given a next step



WORKDAY

closed for today



A FREE INSIGHT DAYBREAK WORKBOOK

Why Work Follows You Home

Understand one loop. Prevent it following you home.

A focused ten-minute workbook for busy professionals who finish work but keep carrying it mentally. Take one recurring work loop from vague mental pressure to a practical prevention plan.

DOWNLOAD FIRST. OPEN IN A PDF APP. SET 10 MINUTES.

INSIGHT DAYBREAK | FREE WORKBOOK | INTERACTIVE PDF



BEFORE YOU BEGIN

Work follows a reason

1 MINUTE

Switching off is difficult when your mind believes something important is unfinished, unsafe, unclear or still emotionally active. This short workbook helps you understand one recurring loop and prevent it at the source.

YOUR RESULT IN TEN MINUTES

One recurring loop understood, one strategy matched to its real cause, and one practical plan to use before you finish work.

THE TEN-MINUTE ROUTE

1-2

NOTICE

Recognise how spillover shows up

3

CHOOSE

Focus on one real recurring loop

4-5

TRACE

Find what your mind is trying to do

6-7

MATCH

Choose a strategy for that reason

8-9

PLAN

Create a before-home-time action

10

NEXT

Test the plan and recognise what remains

This is a reflection tool, not medical or psychological treatment. If work stress is persistent, severe or affecting your health, seek appropriate support.

MINUTES 1-2 OF 10

Notice the form it takes

Tick the statements that feel familiar. These are clues, not labels: each one suggests a different reason that work may be staying mentally active after hours.

2 MINUTES

☐ I rehearse unfinished tasks so I will not forget☐ I keep checking because something may change☐ I replay a conversation or worry how I came across☐ I feel responsible even when the work is not mine☐ I keep improving work after it is useful enough☐ I do not trust tomorrow-me to know where to begin

HOW STRONGLY DOES WORK FOLLOW YOU HOME?

☐ 0☐ 1☐ 2☐ 3☐ 4☐ 5

0 = rarely

5 = most working days

TREAT THE SIGNAL AS INFORMATION

Your mind is not failing to switch off at random. It is trying to remember, control, resolve, protect or perfect something.

MINUTES 3-5 OF 10

Choose one loop and trace it

Choose one recent task, decision, conversation or worry that followed you home. Focusing on one real example will help you see what your mind believed it still needed to do.

3 MINUTES

THE ONE LOOP I AM FOCUSING ON

WHAT MIGHT HAPPEN IF I STOPPED THINKING ABOUT IT?

WHAT WAS MY MIND TRYING TO REMEMBER, CONTROL, RESOLVE, PROTECT OR PERFECT?

LOOK FOR THE JOB BENEATH THE THOUGHT

A recurring thought often has a purpose: preventing forgetting, seeking certainty, repairing a relationship, proving responsibility or avoiding imperfect work.

MINUTE 6 OF 10

Name the driver beneath it

1 MINUTE

Use the three spaces to sort what you noticed, then choose the explanation that best fits this one loop. A strategy is more useful when it answers the real reason.

UNCLEAR

No trusted next step or finish line

RESPONSIBLE

Fear of missing, failing or letting down

EMOTIONAL

A conversation, tension or unresolved feeling

A FOURTH DRIVER: PERFECTION

If the work has a useful endpoint but you keep refining it, the problem may be an undefined standard of 'good enough'. Note that beside the relevant item.

MINUTE 7 OF 10

Match the strategy to the reason

Choose the smallest action that answers your main driver: clarity needs a next step, responsibility needs ownership, emotion needs acknowledgement, and perfection needs a finish line.

1 MINUTE

FOR THIS ONE LOOP, MY MAIN DRIVER IS

THE SMALLEST STRATEGY THAT ANSWERS IT

Examples: write the first visible step; confirm who owns it; record the facts and useful action; define the minimum useful result.

WHEN AND WHERE WILL I USE IT BEFORE FINISHING WORK?

WHAT WILL TELL MY MIND THAT THIS IS SAFELY CONTAINED?

PREVENTION HAPPENS BEFORE HOME TIME

The strategy is most useful while work is still open, when you can create the evidence your mind needs in order to release it.

MINUTES 8-9 OF 10

Make your one-loop prevention plan

Bring your thinking together in one practical plan. Choose one or two actions you can complete while work is still open, then leave clear evidence that tomorrow-you can trust.

2 MINUTES

☐ Write tomorrow's first visible action☐ Set a specific time to reopen it☐ Confirm who owns the next move☐ Send a concise handover☐ Record facts separately from my story☐ Name one useful action, if any☐ Define the good-enough finish line☐ Close messages at a stated time**BEFORE I FINISH WORK, I WILL****THE EVIDENCE I WILL LEAVE FOR TOMORROW-ME**

MINUTE 10 OF 10

Take your one-loop plan with you

1 MINUTE

Read your plan once from beginning to end. Decide when you will test it in a real workday, then notice the wider mental load this short exercise has not yet sorted.

HOW CONFIDENT AM I THAT I CAN TEST THIS PLAN?

☐ 0☐ 1☐ 2☐ 3☐ 4☐ 5

0 = not yet practical

5 = clear and realistic

I WILL TEST THIS PLAN

YOU HAVE CONTAINED ONE RECURRING LOOP

You now know why this loop stayed active and what to do before home time. Keep the plan visible and test it on one real working day.

WHAT ELSE IS STILL COMPETING FOR MY ATTENTION?

A demanding day rarely contains only one loop. Switch Off After Work gives you the complete triage and compartmentalisation system: decide what needs action, what can wait, what belongs to someone else and what you can safely release.

MOVE FROM ONE CONTAINED LOOP TO A WORKDAY YOU CAN CLOSE

Explore Switch Off After Work at insightdaybreak.com