

## Evening Review

- Verify no urgent tasks due today
  - `task +today`
  - `task due`
- Scan inboxes
  - Make sure there's nothing looming for tomorrow
  - If low energy
    - \* Don't process, just scan
    - \* Make a todo for the morning (e.g. `in clear inboxes`)
- Summarize the day
  - Was today an “excellent day”?
  - What did you do? How long did it take?
  - What could you have delegated?
  - What would have made the day better? (go better)
- Plan morning burst
  - What blocks do you have tomorrow? What about 20% work?
  - Review Calendar
  - Review projects from week review
- Plan evening
  - Review LBB
  - Do you need to work out?
  - Any habits you're working on?
- Clear Desk and Screen
- Say “Done”