

Have you done your Check-in/Check-out today?

1. **Take a moment** to reflect on what you have been involved with today. ☐
2. Identify **three things** that went well. ☐
3. Acknowledge **what may have been difficult** and remind yourself that **it's okay to ask for help**. ☐
4. Remember to **be proud** of the work you did today. ☐
5. If you can, take a moment to **check in with your colleagues**. Are they okay? ☐
6. **Choose an action** that signifies the end of the working day; This could be shutting the locker door, turning off your computer, or playing a particular track in your home office. ☐
7. **Switch your attention to home**. How are you going to rest and recharge? ☐
8. If checking in with a team, **thank everyone** for their contribution and support today. ☐

This is a simple checklist to help manage the transition from work to home life.

If you feel like you need more support or notice a colleague needs a hand, access the wellbeing support available in the **Greater Manchester Wellbeing Toolkit**.

