



My Evening Routine

Look at your evenings now, choose three to five small steps in order, tick them for two weeks, then review.

01 How my evenings are now

No judgement. Just notice what is true on a normal weekday.

What my evening looks like, from finishing work to going to bed:

What eats the time or the calm (work spilling over, the phone, chores, people, TV, being tired):

How do my evenings feel at the moment?

1	2	3	4	5	6	7	8	9	10
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Rushed or scattered

Calm

02 What I want from my evenings

A routine works better when it points at something you want.
Tick any that fit, then say it in your own words.

I'd like my evenings to feel:

- ☐ Calm, with a clear end to the day
- ☐ Ready for tomorrow, with fewer things to remember
- ☐ Like there is time just for me
- ☐ Less tied to my phone or screens
- ☐ Kind to the people I live with

In one sentence, a good evening looks like:

The time I'd like to be finished with work, and the time I'd like to be in bed:

03 Choose 3 to 5 small steps, in order

Pick steps you can do on a normal evening. Small is good. Put them in the order you would do them, and tie each to the one before it, so each step prompts the next.

Ideas to pick from:

- ☐ A set 'work off' time, then close the laptop and bag
- ☐ A five-minute tidy of one spot
- ☐ Write tomorrow's list or one top task
- ☐ A screen-off point that I choose
- ☐ Something restful: a bath, a book, stretching, music, a hot drink
- ☐ Look at tomorrow's first task

Step	Rough time e.g. 8:30	How long Minutes	After I... What comes just before
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Check my steps:

- ☐ Each step is small enough to do when I'm tired.
- ☐ Together they fit the time I really have.

- ☐ At least one is just for me.
- ☐ I want to do them, not just feel I should.

04 This week's checklist

Write your steps in the first column and circle each day you do it. A small version counts. A blank is information, not failure.

[illegible]

05 My tired-evening minimum

Some evenings you will have nothing left. Decide now what the smallest version is, so a bad evening does not mean no routine at all.

On a tired evening I'll just do these one or two steps:

What I'll say to myself when the evening falls apart:

06 Close the day

A short way to let the day end, so it does not follow you to bed.

One thing that went OK today:

Unfinished things, parked for tomorrow:

07 Two-week review

After two weeks, look at the checklist. Be curious about what the ticks and gaps show.

Which steps felt easy, and what helped?

Which steps kept slipping, and why?

Step	Keep, shrink, move or drop?

How do my evenings feel now?

1	2	3	4	5	6	7	8	9	10
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Rushed or scattered

Calm

When you're done, a moment to reflect

- Which step makes the biggest difference to how my evening feels?
- What pulls me away from my routine, and what could I do about it?
- On a tired evening, did my minimum version help?
- Is anything on my list there only because I think I should do it?
- What would make my evenings a little kinder for me and for the people at home?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/evening-routine-checklist



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.