TOOL 2

The 3 p.m. Checkpoint

Around 3 p.m., in under two minutes:

- **Body:** eaten, water, medication or movement as planned, bathroom?
- **Brain:** still choosing tasks, or reacting?
- **Social:** how many people-facing demands are left?
- **Finish line:** what genuinely has to leave my hands today?
- **Home:** what one thing would make arrival easier?