

How to Switch Off Effectively at Night



1. Set a 'stop work' time every day and STICK to it, don't read any work emails after this time



2. Write out everything that is currently on your mind so that it isn't missed but can be let go



3. Try to reduce screen time before bed by not watching TV or using your phone in your bedroom



4. Spend at least 10 minutes a day in a sanctuary of calm in your house where you can sit in peace - even if it's a corner of a room



5. Spend the 10 minutes of peace practicing mindfulness - being in the present moment and focusing on your breath