

The Shutdown Protocol

Five scripted minutes at the end of the working day. Print this, keep it on the desk, follow it verbatim.

THE FIVE MINUTES

- MIN 1–2** Scan the ledger and today's units. Wins and leaks — observed, not judged.
- MIN 3** Write tomorrow's **first-block card**: one line naming exactly what unit one will produce.
- MIN 4** Park every open loop ("I mustn't forget...") into one trusted list — out of your head.
- MIN 5** Say your closing phrase. The same one, every day. It sounds silly and it works.

Tomorrow's first block will produce:

✂ cut here — this card sits on the keyboard for the morning