

THE WIND-DOWN PROTOCOL: HOW TO **ADJOURN THE DAY.**

You end meetings with a hard stop. This is the same move, pointed at your own night — **seven checkpoints, in order, every day.** Don't negotiate with any of them. You already know how that meeting ends.

2:00 PM

Caffeine hard stop.

Not "cut back." A time. Coffee at 4pm is still in your system at 10pm — that wired-but-tired feeling is the meeting refusing to end.

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3 HRS BEFORE BED

Last heavy meal. And the alcohol call.

A drink knocks you out, then wakes you at 3am. That's not sleep — that's a loan with interest. If you drink, drink early and stop at one.

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90 MIN

Shutdown ritual.

Send the last message. Write tomorrow's top 3 on paper. Close the laptop like you mean it. Open loops are what your brain chews on at midnight.

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60 MIN

Lights low, phone parked.

Dim the house. Phone on charge — across the room, not on the pillow. Bright light at 11pm tells your body clock it's afternoon.

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30 MIN

Boring inputs only.

Paper book, easy stretching, slow podcast. No feeds — the algorithm is paid to keep your meeting running. This is where revenge bedtime procrastination goes to die.

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BEDTIME

Same time, ± 30 minutes. Cool, dark room.

Consistency beats duration hacks. The body keeps the schedule you actually run, not the one you intend.

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WAKE

One fixed wake time — weekends included.

Light within 30 minutes of waking. This is the anchor the whole protocol hangs on — morning light sets the clock; the clock sets tonight's sleep.

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The operating rule: run it for **14 straight days** before you judge it. You wouldn't evaluate a new process after one day — don't do it to this one.