



Boundaries-in-a-Box: Evening Reset Planner

A 3-step routine to protect your rest.



Strong leaders end the day with intention, not exhaustion.

Quick Start Guide

How to Use Boundaries-in-a-Box

(3 Steps in 10 Minutes)

Before you leave work or log off for the day:

1. Reflect (3 minutes): Capture one win and one lesson from today
2. Release (5 minutes): Set tomorrow's top 3 priorities and physically close your workspace
3. Reset (2 minutes): Choose one ritual that signals "work is done"

The goal: Create a clear boundary between work and rest so you can recharge fully and lead with renewed energy tomorrow.

Evening Reset Planner:

Step 1 - Reflect

Why this matters: Reflecting helps your brain process the day and prevents work thoughts from following you home.

Take 3 minutes to acknowledge your day.

Today's Win: *(What went well? What are you proud of?)*

Today's Lesson: *(What would you do differently? What did you learn?)*

Evening Reset Planner:

Step 2 - Release

Why this matters: Your brain needs to see that work is contained. Physical actions signal mental closure.

Take 5 minutes to set tomorrow up for success.

Tomorrow's Top 3 Priorities:

Physical Shutdown Checklist:

- ☐ Close laptop/computer
- ☐ Put work materials in designated spot
- ☐ Clear desk surface
- ☐ Turn off work notifications on phone
- ☐ Take work bag to its "home" spot

Evening Reset Planner:

Step 3 – Reset

Why this matters: Rituals create psychological safety. They tell your nervous system it's time to shift into rest mode.

Take 2 minutes to transition into your personal time

Choose ONE ritual that signals "work is done" for you:

Quick Options (under 2 minutes):

- ☐ Change out of work clothes
- ☐ Step outside and take 5 deep breaths
- ☐ Light a candle or diffuse essential oil
- ☐ Play a specific song or playlist
- ☐ Wash your hands mindfully
- ☐ Say out loud: "Work is done. I am present now."

My chosen ritual:

Reflection & Growth

After practicing this routine for a week, reflect:

How do I feel when I close the day with intention?

What evening ritual feels most natural and effective for me?

This week, I will protect my shutdown routine on _____ days. (Start with 3 or 4 days to build the habit)

What one boundary will I set or communicate tomorrow to protect my evening routine?
(Examples: "I'll respond to emails first thing tomorrow," "I'm not checking messages after 6 PM," "I need 10 minutes to wrap up before our evening plans")

Pro tip: Share your boundary with someone who can support you—a partner, colleague, or friend who understands your commitment to ending the day with intention.

Next Steps - From Boundaries → Balance

Congratulations—you just created a protective boundary in 10 minutes.

When you consistently end your workday with intention, you reclaim your evenings and show up as a more present leader, partner, and person.

But you know what? Lasting balance comes when boundaries become a way of life—protecting your focus, guiding your priorities, and creating healthier cultures for your team.

That's where **Seasons of Flourishing**: Cultivating Wellbeing Through Nature's Wisdom comes in.

Through practical tools and guided practices, you'll:

Strengthen your ability to say "no" with confidence and care

Create rhythms that protect rest and recovery across all seasons of your life

Model healthy boundaries that empower your team and organization to thrive

Build sustainable practices that prevent burnout before it starts

Ready to move from boundaries to balance?

Learn more about our **Seasons of Flourishing** wellbeing program on the next page.



SEASONS OF FLOURISHING

A Wellbeing Program for Leaders

Like tending a garden, wellbeing requires intention, care, and rhythm.
These workshops invite you to nourish yourself emotionally, mentally, and physically.



7 90-min. Live Teaching Sessions

Interactive sessions grounded in positive psychology



Private Online Community

A confidential space to connect, share, and be supported throughout the journey



6 1-hr Group Coaching Sessions

A space for integration, insight, and peer reflection



Monthly Office Hours

Drop in for encouragement or deeper conversation



Personalized Wellbeing Blueprint

A guided tool you'll create to map unique rhythms and habits for renewal



1:1 Coaching Session (within 90 days post-program)

A follow-up opportunity to anchor and sustain your growth



Downloadable Workbook + Tools

Reflection prompts, micro-practices, templates, guides



Quarterly Alumni Circles

Live community gatherings to reconnect, reflect, and stay rooted beyond the program



Certificate of Completion

For personal recognition and accomplishment

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