

End-of-day shutdown checklist on rails

For solo operators running the whole business.

Who this is for

Solo operators and one-person businesses who wear every hat â sales, delivery, admin, and support â and need leverage without hiring a department.

Open loops follow you into sleep and wreck the next morning.

Suggested stack

Checklist template + calendar block. Primary tools: Notion, Google Calendar, Shortcuts.

Do this

1. Fixed 10-minute shutdown block on the calendar.
2. Checklist: clear triage inbox, set top 3 for tomorrow, close tabs, backup.
3. Phone shortcut opens the checklist.
4. No new work after shutdown â only notes to inbox.

Operator tip

Shutdown is a product feature for your brain. Protect it like a deploy window.

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