



Postcard to Toolbox

Off The Clock Checklist

ITEM 1 • EMERGENCY INTERCEPT PROMPTS

"My value as a person isn't tied to my inbox."

"This task belongs strictly to tomorrow's paid hours."

"My time is non-refundable, and work doesn't own this hour."

"The building won't burn down if I think about this tomorrow."

The Pause Button Project — Postcards From: The Exhale

Off The Clock Checklist

ITEM 2 • NOT MY CIRCUS

Is this an emergency, or is it just someone else's urgency?

Am I being paid to fix this at 8:00 PM on a Sunday?

Will this matter to my personal life six months from now?

The Pause Button Project — Postcards From: The Exhale

Off The Clock Checklist

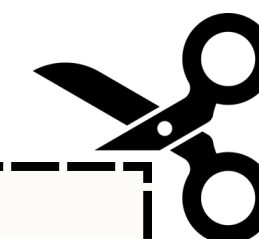
ITEM 3 • THE BOUNDARY RITUAL

- ☐ Close your laptop/clean up your workplace
- ☐ Tell yourself the workday is done
- ☐ Change out of your "work clothes"

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Individual cards
below





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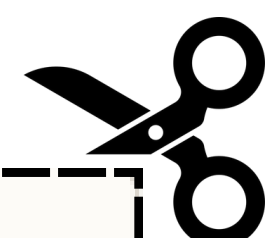
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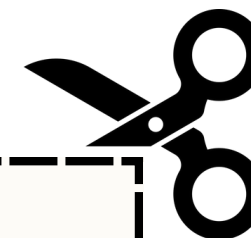
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