



Take a moment to think about today

Acknowledge one thing that was  
difficult – let it go



Consider three things that went well



Check on your colleagues before you  
leave – are they OK?



Are you OK? Your senior team are  
here to support you

Now switch your attention to home –  
rest and recharge





# Office Energy Checklist

- Has everyone saved and logged off?

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- Are all PCs shut down (if no updates)?

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- Are all monitors switched off?

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- Are all printers switched off at the plug?

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- Are all the windows closed and locked?

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- Are internal doors closed?

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- Are all heaters off?

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- Air-conditioning/Fans turned off?

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- All lights switched off?

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- All appliances switched off?  
(Except the fridge, nobody wants to come in to unrefrigerated leftover tuna pasta!)

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- Am I ready to switch off and relax?

**Thank you for all your hard work - have a great evening!**

