

Coach Christina

Mind Body Coach

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Teach Your Mind and Body How to “Clock Out”

A simple guide to switch from work mode to rest mode

Most of us stay “ON” long after the workday ends—our minds keep spinning, and our bodies stay tense. Here’s how to gently signal to your nervous system that it’s safe to *clock out* and shift into rest and recovery.

Step 1

Create a clock out ritual:

Your brain loves cues. Repeating a ritual creates a mental signal that it’s safe to transition out of work mode.

Example:	<ul style="list-style-type: none">● Shut your laptop and say out loud, “<i>Work is done for today.</i>”
Example:	<ul style="list-style-type: none">● Light a candle, change clothes, or wash your hands to symbolize transition.
Example:	<ul style="list-style-type: none">● Play a specific song that signals “evening mode.”

Step 2

Release physical tension:

Stress hormones make your muscles tighten. Simple movement helps discharge that tension and tells your body it's safe to relax.

Shoulder Drop	<ul style="list-style-type: none">● Inhale deeply, shrug shoulders to your ears, then exhale and let them <i>drop</i> completely.
Neck Roll	<ul style="list-style-type: none">● Slowly roll your neck side to side to release stiffness.
Shake It Out	<ul style="list-style-type: none">● Literally shake your arms, hands, and legs for 10 seconds—it tells your body the stress is over.

Step 3

Switch your breath:

Slow exhalations activate the vagus nerve, lowering your heart rate and calming your nervous system.

- Place one hand on your belly and take **5 slow, deep belly breaths**—inhale through the nose for 4, exhale out the mouth for 6.
- Imagine you're exhaling out *the day* with each breath.

Step 4

Ground into the present:

Grounding pulls your mind out of overthinking and into the present moment, reducing the brain's stress signals.

Example:

- Look around and name **3 things you can see, 2 things you can hear, and 1 thing you can feel**

Example:

- Touch something comforting—a soft blanket, your pet, or a warm drink—to remind your body it's safe.

Step 5

Say the Words:

Your nervous system responds to language. Reassuring self-talk lowers the brain's threat response.

- "I'm off the clock. My body can rest now. Nothing is urgent. I am safe to relax."
- Now you create a phrase that works for you!

Quick Evening Reset

2 minute Version

- Close your laptop or put away work tools
- Take 3 deep belly breaths
- Shake out your shoulders and arms
- Say out loud, *"I'm done. It's time to rest."*

Create your Own Evening Reset

Fill in the blanks

- Cue to Signal "I'm done" _____
- How are you going to release physical tension? _____
- Change your breath, the trick is to breath out a few seconds longer than you breath in.
- How will you ground? _____
- Which words will you use? _____

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"My destination is no longer a place, rather a new way of seeing."

— Marcel Proust

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