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The best morning routine?

Starts the night before.

9 evening habits that make  
all the difference:

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## 1. Write down tomorrow's 3:3:3 plan

- 3 hours on your most important project
- 3 shorter tasks
- 3 maintenance activities

Defining a "productive day" is crucial.

Or else you'll never be at peace (even with excellent output).

Source: Oliver Burkeman



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## 2. End the workday with a shutdown ritual

Create a short shutdown ritual (hat-tip to Cal Newport). Close your laptop, plug in the charger, spend 2 minutes tidying your desk. Then say, "shutdown."

Separating your life and work is key.



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### 3. Journal 1 beautiful life moment

Delicious tacos, presentation you crushed, a moment of inner peace.  
Write it down.

Gratitude programs a mindset of abundance.



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## 4. Lay out clothes

Get exercise clothes ready for tomorrow. Upon waking up, jump rope for 2 mins. It will activate your mind + body.



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## 5. Pack healthy snacks

People are the worst version of themselves when they're hungry. So fix that; pack healthy snacks for tomorrow.



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## 6. Charge your phone outside of reach

The morning alarm will spring you out of bed. And the day is on.



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## 7. Do the dishes

Dirty dishes spill over into other areas of your life + mindset. Bill Gates says dishes are core to his evening routine. It will calm your mind, too.



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## 8. Practice 4-7-8 breathing

Recently, I wrote a popular thread on the 4-7-8 Method.

The breathing technique will help you alleviate stress and fall asleep fast

(Going to bed at the same time every night also helps).

Check it out here:



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How to fall asleep quickly.

The 4-7-8 Method (backed by science):





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## 9. Give your mind an overnight task

Upon closing your eyes, give your mind a job. "How might I make an extra \$1k each month?"

Don't try to solve it then; just release it to your subconscious (which will work on it overnight).

Credit: LinkedIn founder, Reid Hoffman



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## TL;DR Evening Habits

Write tomorrow's 3:3:3 plan

End workday w/ shutdown ritual

Journal 1 beautiful life moment

Lay out clothes for tomorrow

Pack healthy snacks

Do the dishes

Charge your phone outside of reach

Practice 4-7-8 breathing

Give your mind an overnight task



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Those were 9 mighty evening habits!

All the habits take less than 3 mins,

But each will have an outsized impact.



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Thanks for reading!

If you learned something here,  
please share it and let more people  
know about this.

All systems go,  
Ben

P.S.

If you like personal growth, you'll love my free newsletter—*System Sunday*.

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**the bio link.**

