Weekly reflection:

Week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The end of your workweek has a way of sneaking up on you. You catch a quick glimpse at the calendar or clock and realize it's already later than you had planned to leave the campus.

Sound familiar? You're not alone. Many of us wrap up our workweeks feeling stressed and frazzled.

In fact, many of us don't ever wrap them up at all -- considering the fact that a reported 45% of workers complete work outside of normal working hours, and another 49% check or answer emails after they've left the office.

But, here's the thing: Unless you're superhuman, you can only keep up with that pace for a certain amount of time before you're teetering on the edge of burnout. We all need a little time to breathe and recharge.

Fortunately, taking a minute to pause and reflect at the end of your workweek can not only help to cap your week off on the right note (and encourage you to actually check out for the weekend!), it can also improve your mental state. One study even found that reflection can boost future learning.

So, how exactly should you finish up your workweek? Taking a quiet moment to think through your answers to these four questions is a great place to start.

1. What went well for me this week?
2. What can I improve on next week?
3. What is the first thing I want to do at work next week?
4. What was my favorite part of this week?

Please answer these on the back with a single sentence each and then enjoy your weekend.