

THE SHUTDOWN ROUTINE

Here is how this could work for you:



Time

Try reserving the last 15 minutes of every work day for this routine.



Place

Pick a place where you end the day regularly. Think your office, or your car in the parking lot before you head home.

THE ROUTINE



Organize/declutter your space.

If you choose to enact this routine at your desk, organize it before you begin. It will be hard to release any mental chaos while staring at a mess.



Recall the things that got done today and thank God for them.

Think about or write down what was accomplished in the day. Even the smallest of tasks. Then, thank your Lord for giving you what you needed this day.



Make a list of the things that were left undone.

What didn't get finished today? What big event, service, or task looms ahead that needs preparation? Write them all down somewhere.



Plan to do what has been left undone.

Most of the time, the things that didn't get finished take up our mental energy at home simply because we haven't decided when they will be worked on next. If you didn't finish scheduling the band for the month today, put an hour in your calendar to finish tomorrow. Now you know when you will be finishing the task.



Pause and reflect.

Now that you're ready to end the day, what still lays heaviest on your heart or your shoulders?



Pray.

It's this final step that allows us to walk in freedom until we "clock in" again. In a moment of surrender, place all that is undone and all that burdens you at His feet. Ask for what you need. And trust that the one who never sleeps will fill in all the gaps as you leave the parking lot.