

# THE INTENTIONAL EVENING WIND-DOWN

## WHY THIS IS IMPORTANT

The day doesn't end on its own.  
Loose thoughts stay open.  
Small tasks linger in your head.  
Your body slows down, but your brain doesn't.  
That carryover shows up as restless sleep and a tense start the next morning.

## THE MOVE

Create a short, repeatable routine you do every night.  
Do it in one pass.

- 1. **Clear visible loose ends**
  - Put away a few items that are still out.
  - The goal is visual calm, not a full clean.
- 2. **Empty your head**
  - Write down anything still on your mind.
  - Tomorrow's problems belong on paper, not in your head.
- 3. **Release physical tension**
  - Stretch lightly or move slowly for a few minutes.
  - Focus on areas that held stress during the day.
- 4. **Slow the environment**
  - Lower lights.
  - Reduce noise.
  - Sit quietly, pray, or meditate.

Once this routine is done, the day is finished.  
Anything that comes up afterward gets written down, not acted on.  
If this helps, the same structure can be used in the morning to start the day calmly instead of rushed.

## BOTTOM LINE

Sleep improves when the day is clearly closed.

ESTIMATED TIME  
RECOVERED  
≈ 10–20 minutes per week  
Plus better sleep