# Closing Duties

I CARE FOR MY SPACE SO IT CAN CARE FOR ME

**What are closing duties?**
Closing duties is a way of being kind to future-you. It's a short list of care tasks are done every night before you clock out for the night and rest. Typically closing duties take anywhere from 15 minutes to an hour. Try to keep them short! If you are just starting I recommend just choosing one closing duty until it feels right to add more.

**How do you chose closing duties?**
The best closing duties are those that set morning-you up for success. Think about 1-2 tasks that set up what you need for the first few hours of the morning. You can also choose a task that you typically dislike, but would be better if it were done daily. For example, if doing dishes is something you dislike, and therefore put off for days, you may want to unload and reload your dishwasher as a part of closing duties. It will be less overwhelming to do daily and prevents it from becoming a huge task that overwhelms you. Lastly, think of 1-2 things that just make you happy. This could be setting your coffee machine to automatically brew a fresh pot every morning before you wake. Or perhaps you like your slippers by your bed so your feet aren't cold when you wake.

**What is a survival day?**
A survival day is any day where you are stressed, exhausted, or having a tough time. On these days, a shortened list of closing duties allows you to care for yourself while still getting to rest and recharge.

**What does it mean to clock out?**
It means you are done with care tasks for the day! You rest, recharge, and do something you like--even if there are things left undone.

## my closing duties

- Unload/reload dishwasher
- Fill up formula water
- Make cold brew
- Throw away diapers
- Sweep kitchen

## my survival day closing duties

- Place bottles in clean dishwasher and run again
- Fill up formula water
- Pick up any large chunks of food off kitchen floor

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# closing duties

## Closing duties

1. 
2. 
3. 
4. 
5. 
6. 

## Survival day closing duties

## affirmations

▶
▶
▶

## Clock out time:

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