

WHAT'S OPEN IN YOUR BROWSER

a mental load check-in

get it out | look at it | decide what to do

1

BRAIN DUMP

Before you organize, just get it out. Grab another sheet of paper and jot down what's currently taking up space in your mind

- What are you remembering?
- What are you anticipating?
- What are you monitoring or following up on?
- What decision haven't you made?
- What are you waiting to know?
- What are you trying to prevent?
- What are you carrying for someone else?

3

DECIDE WHAT TO DO WITH IT

Give each tab a next step.

KEEP

This belongs to me and deserves my capacity right now.

SHARE

I need to tell someone I need help.

HAND OFF

Someone else can have it

WAIT

Stop refreshing. Overanalysis leads to paralysis.

CLOSE

This does not need to be carried.

4

TAKE THE WHOLE TAB

Choose one tab to release, share, or close this week.

One task I'm asking someone else to completely own:

What would it take for me to ACTUALLY let it go?

- ☐ Ask clearly
- ☐ Give them the information they need
- ☐ Stop reminding
- ☐ Stop monitoring
- ☐ Let them do it differently
- ☐ Pray and trust God

5

FINAL REFLECTION

**Am I actually telling the truth about my capacity?
What is it costing me--and the people around me--
when I'm not?**

2

SORT YOUR TABS

What did you write down? Walk through each item. Be honest. You're not trying to be perfect--just aware.

MY OPEN TAB	DO I OWN THIS?	IS SOMEONE ELSE INVOLVED?	DOES IT ACTUALLY NEED TO STAY OPEN?
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO
	ME SHARED SOMEONE ELSE	YES NO	YES NOT NOW NO

If you're stuck, ask yourself these questions: Is this really mine to carry or have I always just carried it? What would it look like to let someone else own it completely? Am I holding onto this because I think it has to be a certain way? Am I keeping this out of habit, guilt, or fear of disappointing someone? What would be different if I trusted someone else with this? Could this tab just be closed?

REMINDER FOR THIS WEEK

Not every tab deserves to stay open.