

UNCLUTTER YOUR BRAIN

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Ever feel like your brain is holding a never-ending to-do list? You're not alone. It takes a lot of energy to keep everything you've committed to queued up in your head – and it's *exhausting*, especially if you're worried about what you might forget!

I'm sharing something that's been a game-changer for me. Quick and easy worksheets to help reduce your mental load so you can feel confident and energized throughout your day.

Getting out from under overwhelm is a thrive move, one that's vital to succeeding without self-destructing. I use this practice in the morning to keep overwhelm from getting in the way of my success. I know it can help you thrive too.

Carleen



*Start by giving yourself a
moment to breathe before
beginning.*

Gently transition into this time...

- Name 1 thing you can taste
- 2 things you can smell
- 3 things you hear
- And 4 things you can see

Step 2 | Tame the clutter

It's always a relief to capture "all the things" – phew! Now, take every item on your list and place it in its box, so you not only know where to find it, but what to do with it. There may be things on your list that don't fit in one of these boxes – hang on, we'll get to those. For now, box up what you can.

What can only be done by you, and has to get done today?

These are things that only you can do because you have the knowledge, skills, expertise, etc. and they need to be accomplished before you're done for the day.

THIS IS YOUR SMALLEST LIST (3-5 items)

What needs to be brought-forward or planned for?

These are things that don't have to be done today and you want to do them, but they need time to ensure they're attended to in a meaningful way. Like professional development, non-urgent but important tasks and the things that feed your soul (hobbies, exercise, sleep, etc.). Put time for these items in your calendar now so you can make them happen in the future.

What can you give to others?

These are things that don't have to be done by you, and are not urgent. Really lean into this box, there is always something that can go here, and support someone else's growth and development. If it helps, what you put here makes the difference between being able to put your feet up, or working late (and not just on work stuff, but home stuff too – be bold, put something in here your family can start doing).

What can you purge?

These are things that don't make a meaningful difference and you know this because they are not done and no one has missed them. Like a lurking item on your "To Do" list that's been there for months. If it was important you'd have gotten to it, so consider purging it and making room for something else that will make a real difference (like taking a well-deserved break).

Step 3| What's left?

Is there anything from your brain-dump that didn't make it into a box?

When there are, these are items for which there are no clear actions, like worries and thought distortions (i.e., "I think my boss hates me..."). Worries keep you stuck in the problem, feeling like there is no way out. If left unattended, worries can make you more stressed and emotionally reactive.

A great way to keep worries and thought distortions from boomeranging back is to give your brain a break. The quickest and most effective way to do this is to:

take

a

deep

belly-filling

breath

Slowly letting it out. Once more. And again. Ahhhhh. This allows the logic side of your brain to over-ride the emotional side, bringing in objectivity that highlights choices and sees solutions, shrinking worry into something you can either purge, or action.

The key is to breathe, because when you're stressed your brain receives less oxygen, making it harder to think clearly.

One last thought...

When you operate in survival mode, you use survival language. This adds to your mental load, and can even impact the way others perceive you, especially at work.

Be mindful of how you're referencing yourself and your day: See if moving from survive language to thrive language helps ease off your overwhelm.

I don't know how to do this...>	I'm not able to do this, yet.
I have to... >	I can choose to...
I'm not good at this... >	I'm open to learning and improving.
I'm overwhelmed... >	I need a break before continuing.
I'm in over my head... >	There are people who can help me.
No one values me... >	I can share how I make a difference
I have no time for... >	I'll see what's urgent and what can wait - I don't have to do everything now.

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