

Take 5

STOP - PAUSE - REFLECT

✓ 1) Take note of how you feel! Pull out a notebook and write down: exactly what you are doing on a daily basis! How did you feel in the morning, afternoon, and night? Take 10 minutes and get specific! This is important for identifying unconscious time and energy suckers!

✓ 2) Prioritize, Remove and ReStructure: The reasons you aren't getting the results you used to are because; a) You feel pressed for time b) You don't have the energy to get results c) You stopped doing the things that got results! Look over your brain dump? What can you change?

✓ 3) Create a week-long plan! You are in this chaotic spot in Life because of entropy! The organization of your life and mind, tends toward disorder if you don't perform mental housekeeping! This is dangerous because you have picked up bad habits along the way!

✓ 4) Prioritize the things that will get in the way! Remove the things that snuck their way into your day/evening, that doesn't deserve to be there! Restructure specific tasks and obligations to free up more time! Get the chaotic structure of your mind on paper and reorganize it! Remove SM if needed, or take prolonged breaks!

✓ 5) Habits are difficult to break! But you can make the process easier with clarity! Take 10-15 minutes! Write out every single thing you are going to do for the week! This shouldn't sound difficult or crazy! This is how you reduce the friction of making better decisions!

✓ Write out your morning routine! your focused work routine! Other tasks and meetings ! Nightly routine! You will have to experiment as you go! if the routine doesn't flow, go back to your notebook and write out what you are going to do the next day!

This is how you create a system for your life! It gets more efficient with time if you make this "mental housekeeping" a regular practice! Also, include in your weekly regime... your budget! Keeping receipts, and knowing exactly where your money is going, helps to alleviate some stress from other areas!!