

Clear The Clutter

In planning anything in life and accelerating your gutsy breakthrough goals, you want to start with a clean slate which allows you to focus on what is in front of you. This necessitates looking at where you have messes and incompletes. If you don't do this, two things can get in the way of achieving your goals:

1. When you don't handle your irritations, tolerances, messes and incompletes, you are constantly paying attention to them, which distracts you from what you want to create. Things like a messy garage, an incomplete relationship, something that needs painting, organizing or repair. All of these things take your attention away from what you want to focus on, like your goals.
2. You may go into resignation. When you can't find something you need or you have to tolerate something that is not working, you may feel that if you can't handle this little thing, how will you accomplish your bigger goals?

When you don't complete the past, you can't be free to fully embrace the present, let alone the future.

It is important that you clean up your messes, incompletes, tolerations and irritations.

List any incompletions or messes in your life that might be taking some attention units away from you. Print the last page and put it where you can't miss it and make a commitment to clean up some of your incompletions or messes every month - more often if possible.

Are You Preventing Abundance by Holding on to These Incompletions? For example:

1. Make a plan to complete anything outstanding.
2. Do you have former business activities left unresolved?
3. Are there promises not kept or not acknowledged that you need to take care of?
4. Do you have unpaid debts or financial commitments?
5. Are your closets overflowing with clothing never worn?
6. Do you have a disorganized garage crowded with old discards?
7. Do you have haphazard or disorganized tax records?
8. Is your checkbook not balanced or do you have accounts that should be closed?
9. Do you have "junk" drawers full of unusable items?

10. Do you have missing or broken tools?
11. Is your attic filled with unused items?
12. Is your car trunk or back seat full of "trash?"
13. Do you have incomplete car maintenance?
14. Is your basement disorganized or filled with discards?
15. Do you have a credenza packed with completed or unrealized projects?
16. Do you have filing left undone?
17. Is your computer not backed up?
18. Is your desk surface cluttered or disorganized?
19. Do you have family pictures never put into an album?
20. Do you have mending, ironing, or other piles of items to repair or discard?
21. Have you deferred household maintenance?
22. Do you have personal relationships with unstated resentments or appreciations?
23. Do you have forgiveness that needs to occur?
24. Have you not spent time with people you've been meaning to spend time with?
25. Do you have incomplete projects or projects delivered without reporting or asking for feedback?
26. Is there acknowledgement that needs to be asked for?

Example:

What is irritating Me?	How can I fix It?	Who can I delegate to or what tool can I use?
Too many E-Mails	Respond or trash	Set up Auto-responder e-mail rules to filter out "noisy" messages I no longer want to receive.
Messy Office	Organize and setup a system	Hire a college student to help me 1x a week.
Weight	Do treadmill 20 minutes, 5x a week.	Buy good pair of headphones to listen to music so I can enjoy exercising more.

Complete the following worksheet, print and place somewhere where you will see it regularly. Make a commitment to clean up 5 areas of your life in the next 30 days. Give yourself a gutsy deadline!

My Irritation and Tolerations List

[illegible]