Reducing Your Mental Clutter

“If you want to make headway, improve your head.”  B.C. Forbes
Let’s see if you need to pay attention...

- Walks into a room and forgets why they are there…
- Calls people and has no idea why….
- Thinks they have “ADD”…
- Remembers when there were only 3 channels on T.V.

Use your magic rock.
What is “mental clutter”? 

An abundance of things you are trying to remember, all mixed up with an abundance of things you are trying to forget.

If you were to successfully reduce your “mental clutter”, what could that do for you? Your business?
Do you think the problem is worse?

- Family Dynamics
- Culture
- Technology
- Increase in certain psychological issues
Warning Signs of Mental Clutter

- Forgetfulness
- Indecisiveness
- Physical clutter
- Can’t stay focused or concentrate
- Short “fuse”
- Feeling hurried, overwhelmed
- Poor sleep
- Stress

What do these things ultimately cost you?
Got clutter?
How we create our mental clutter...

- Complicated lifestyles
- Chronic multi-tasking
- Unclear roles, goals and objectives
- No plan
- Lack of boundaries
- Poor self-care
- Storing information in your head
- Physical clutter
- Worry
- Procrastination
- Unfinished business, projects, etc.
For instant relief...

**Slow down**

- Breathe
- Say “right now”... then focus only on the task at hand

“Problems are not solved at the same level of conscientiousness that created them.”  Einstein
Best practices for reducing mental clutter...

- Brain dump often. Get to-do’s, ideas, commitments, etc. out of your head. Keep a notepad at your bedside table, car, desk, bathroom, purse/pocket.
- Get organized! De-junk, de-clutter, remove physical distractions.
- Take notes
- Recognize and stop worrying (40, 30, 22, 92)
- Create systems and routines as much as possible (S.Y.S.T.E.M.S)
More tips...

- Avoid multi-tasking; practice single-tasking
- **Be clear on** the what and why of a goal/task
- Create a plan with timelines
- Recognize and learn to avoid procrastination
- Take very good care of your #1 tool ... how?
Put-off your procrastination

- Decide on and take just the first step
- Break larger tasks down into chunks of time
- Get a partner; have accountability
- Make it more fun, interesting
- Be clear on the purpose
- Delegate it
- Decide not to do it
- Focus on what you can do, not what you can’t do
- Schedule the time for it; put it on your calendar
What is nagging you?

- Personal need – doctor, apology, a needed conversation, getting organized, exercising, etc.
- Work – a project, getting organized, learning a computer program, a leadership role, etc.
- Home – repairs, maintenance, setting boundaries, de-cluttering, etc.

What one thing would bring you quick relief or sense of accomplishment?
Benefits of getting it done...

- Energizes you!
- Puts you in a whole different league
- Improves peace of mind
A mind at ease can...

- Lower blood pressure
- Reduce acute and chronic pain
- Reduce stress and anxiety
- Increase recognition of behavior patterns
- Improve problem-solving, decision making and creative thoughts
- Allow you to connect better with people
- Can make you “happier” (University of Wisconsin study)
How I can help you...

- Get my free e-newsletter each month packed with simple solutions, articles and productivity facts
- Read my new book!
- Schedule a workshops or webinar
- Check my website often for upcoming teleclasses/webinars
- Call me about productivity coaching
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