

# 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)

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