



5 Minute Clarity

Volume 1, Issue 17

“Start where you are. Use what you have. Do what you can.”

- Arthur Robert Ashe, Jr. (Pro Tennis Player)

Start From Where You Are

Have you recently been overwhelmed by looking at a messy stack of papers, magazines or books on your desk or corner table? Start from where you are is an easy way to effortlessly clear the clutter in minutes vs hours. Let's start by recognizing that you have 3 real barriers to your productivity.

Meet the Clutter Ninja. The Clutter Ninja's sole purpose is to overwhelm you by stealthily stacking up clutter in the physical, mental & digital realms of your life. You can break free of these areas by being willing to start from where you are versus trying to manage your need to hoard information.

Give yourself permission to recycle & move forward. Treat those stacks of information, magazines, publications and other stuff as a cheap sunk cost. The expensive cost is that these items block you from being clear and focused. What's more expensive is not achieving your goals because you allow the Clutter Ninja to invade your life.

Take a pile of magazines or publications. Research proves that the content in those publications is often outdated within 3-6 months. Take the pile and immediately put it into a recycle bin. This will free up the physical space while clearing your mind. Resolve that the next time the publication arrives, you'll read it in 7 days or less, otherwise it too goes into a recycle bin.

If you're recycling more than reading, this is a clue that your interest or passion has changed and perhaps it's time to cancel the subscription and reinvest the funds into something more worthy of your dollars, time and attention.

POINTS TO CLARITY

What has to happen for me to work and live in a clutter free environment?

Do you have an Anti-Clutter partner?

Yes / No

Who is the most organized person that you know who you can enlist to help you clear the clutter and be your Anti-Clutter partner?

What 3 actions can you take from this point forward to be clutter free?

1. _____

2. _____

3. _____

DECISIONS & ACTIONS I WILL COMMIT TO: