

THE ORGANIZED **MIND**



CHECKLIST

Checklist and Guide

If you've read the full ebook, then you know how information overload can bring you down and how organizing your mind is one of the best ways to overcome decision fatigue and start getting above water.

We're constantly bombarded with information, with stress and with responsibilities and organizing all that information is the only way to stay on top and prevent it from dragging you down!

During the book, we went over some of the simple things you could do to get on top of that stress and to optimize your mind.

This checklist will lay it out simply for you to work through and to organize that mind!

Checklist

Decision Fatigue

Reduce decision fatigue by:

- Reducing the number of clothes you own
- Making a plan for what to wear at the start of the week
- Making a plan of what to eat at the start of the week
- Preparing some food and keeping the extras in Tupperware in the fridge for when you're pushed for time
- Set-up a standing order for your weekly shop with your local grocers
- Eat the same breakfast and lunch

Tidying

Tidying is one of the best ways to help yourself relax and to organize your mind. Take these steps:

- Keep one room clear and tidy to relax in
- Designate one room for activities that create clutter (like ironing)

- Outsource if you have the money - to a cleaner for instance
- Set up systems to make it easier to stay on top of work
- Throw things out - this will leave a better average quality item behind and make your home easier to keep clean and tidy!
- That includes crockery which will force you to wash up more often.
- You can even eat off of paper plates and throw them away at the end

Socializing

Socializing takes a lot of time and energy and is surprisingly stressful. Fix it with these tips:

- Learn to say no & value your time and recognize that you can't please everyone
- Prioritize the people and things that are most important to you
- Know your goals
- Use a calendar to avoid overbooking yourself
- Treat your plans and chores just like social engagements & as immutable. If someone invites you out on Wednesday but

you are cleaning the house that day, that's all the excuse you need to say no!

- Cut out the people in your life that aren't there for you & there's no time now for frenemies

Work

If you are constantly put under pressure at work, you need to optimize the way you're getting through your tasks and you need to rethink the nature of how you're working.

- Don't make tea or check Facebook & make these rewards for completing set amounts of work
- Set out your to-do list and to the biggest and most taxing task first
- Cut out all distractions
- Remove communication overhead. That means stopping checking emails, keeping necessary phone conversations short and asking your boss if you really need to attend that meeting.
- Consider trying to work from home or get flexi time. This can benefit everyone, you just need to be brave enough to suggest it.

Reduce Information and Stimulation

One of the biggest issues is the amount of information and stimulation coming our way from all the technology in our lives.

You can overcome this in the following ways:

- Use a smartwatch so you can check notifications without opening them
- Only check email at certain times of day & have an autoresponder with an emergency contact number in case of emergency
- Have half an hour of screen off time before bed
- Cultivate some habits and hobbies that don't involve technology

Know What You Want and Value Your Time

It's time to start treating your time as your single most valuable asset, because it is!

Don't settle for letting people walk all over your plans and your commitments.

Know what's important to you by setting clear goals and then use as much of your time on those things as you can. That might mean more time with family, it might mean writing that novel.

Anyone who takes that time away from you is taking you away from the things you love and from your goals. Treat this seriously and guard your time jealously!