

TO DO or NOT TO DO

It's time. It's time to take the time to review the year so that you can then move forward with a clean slate.

The newsletter of 12-11-14 had an article, YOU TOO. In it I talked about jotting down your goals. Some of you may have actually done that. In reality most of you did not.

Christmas and Hanukkah are over. While we waited for New Year's Eve, we realize the year is over. Right now is a quiet time for most. Let's use the quiet time to our advantage to make this year our BEST YEAR EVER.

We'll focus on TO DO or NOT TO DO.

TO DO we have to have time and space. That means taking the time to focus on the NOT TO DO so that we have time for the TO DO.

Here is the course... the questions to be answered:

Let GO

what no longer serves me?

what is better done by someone else?

what no longer needs to be done?

what clutter do I need to get rid of?

regrets I play over in my mind daily

grudges I play over in my mind daily

jealousy

getting back at, getting even with

What physical clutter do I need to give away or throw away?

physical 'stuff' on your desk, work area, and closets are distracting. Elimination of this stuff is freeing and empowering

Do you remember the feeling of cleaning the top of your work surface and feeling great? A clean work service makes you feel like you are in control, like you have time and space.

If you have done the above you have:

**forgiven yourself
forgiven others**

made a list of things you will no longer do

**made a list of physical clutter to eliminate
New Years Day is a great time to do that**

Now you should feel great, relieved, and have more energy with which to tackle 2015.

First step:

**take your calendar and cross out your vacation time
Yes, first plan your vacation and time away from work. Then you know the time available to work and how much time you have to work.**

Second Step:

Goals (goals is a separate article)

Third Step:

Schedule the Goal(s)

A goal without a time line is a wish that rarely gets done.

For today, work on the letting go. Letting go emotionally as well as physically. That's enough for today. One step at a time. More to follow.