

Getting It Together

Set dates to complete the following items.

This is an important time to take stock, so that you can enjoy the fruits of your labors. Completing unfinished tasks frees up your energy and boosts productivity, so that you can bring things to fruition. Harvest the fruits of your labors by getting things done. Completion, attainment, and fulfillment give you the energy and sustenance for the next cycle.

Here is an effectiveness checklist to help you along. (The first time I went through this list it took me months!)

- 1) _____ Clean my house from top to bottom. Clear out clutter in drawers, cupboards, and the garage.
- 2) _____ Clean my office. Clear out clutter.
- 3) _____ Clean my car.
- 4) _____ Throw or give away what I do not wear or use.
- 5) _____ Get up to date on all communications and correspondence.
- 6) _____ Get rid of or fix anything that does not work.
- 7) _____ Return what has been borrowed or resolve it.
- 8) _____ Get back what has been lent or resolve it.
- 9) _____ Balance my checkbook.
- 10) _____ Update my finances.
- 11) _____ Update and organize my personal records and files.
- 12) _____ Get my body in shape and keep it that way.
- 13) _____ Get my wardrobe in shape and keep it that way.
- 14) _____ Get my health in shape and keep it that way.

Please remember this is a process—often to be repeated until we learn to clean up our lives on a regular basis by doing complete work in the moment.

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