

How to use it?

Take a piece of paper and draw a line through middle so you end up with two columns. In the column on the right, write: **“Personal”** and in the one on the left, write: **“Work/Job/Professional”**.

The next thing is to write down EVERYTHING that’s on your mind no matter how small or big a task is. E.g. need to pay electricity bill, discuss a promotion case with Emma to buy a present for mum. Once you’ve got at least 10 items in each ask yourself: *What can I do to eliminate this item on my list?* Pay attention, it’s what you can do not what others have to do to make it happen for you. You’re taking a full control of this. Of course, there may be items on your list like *“I hate commuting for 2 hours everyday”*. However, even these items have a solution. *“What are you prepared to do now?”* and *“What can you do long term?”*

Once you have an action for each item, start eliminating them. You will notice that some things become irrelevant as you put them on the list – your perspective may change and they no longer matter. As you start eliminating the items from your list you’ll feel more and more optimistic, energised and suddenly your brain is free to do some constructive work rather than agonising over all that noise that was in your RAM!

Have fun!