



**INSTRUCTIONS:** We tend to get dragged down and overwhelmed by things that accumulate over time - and end up cluttering our minds. Now is the time to identify what you're tolerating!

You may not want to do anything about them right now, but just writing them out here will raise your awareness and you'll naturally start handling, fixing and resolving them. So, make a list of what you're putting up with at work - and at home - to determine what might be cluttering your mind and slowing you down!

**Examples could be:** Incomplete tasks, frustrations, problems, other people's or your own behaviour, clutter, shoulds, unmet needs, crossed boundaries, overdue library books/DVDs, outdated wardrobe, unresolved issues or guilt, lack of exercise, eating habits, being indecisive, procrastinating, lack of sleep etc...

Over time and as you think of more items, add them to your list.

1.	 2.	
3.	 4.	
5.	 6.	
7.	 8.	
9.	 10.	
11.	 12.	
13.	 14.	
15.	 16.	
17.	 18.	
19.	 20.	
21.	 22.	
23.	 24.	
25.	 26.	
27.	 28.	
29.	 30.	
31.	 32.	
33.	 34.	
35.	 36.	
37.	 38.	
39.	 40.	

Why not put your completed chart somewhere obvious - so you can refer to it as the week progresses?