



Clean-ups, Deletions and Completions

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How many times have you felt weighted down by some project, task or assignment which is not yet finished? Maybe you keep putting it off thinking you will get to it 'one day' or maybe you have underestimated the time it would take to actually complete it.

Perhaps you have put it off because you don't think it will be very exciting, fun or of any consequence. However, there is a feeling of dread or a drain on your energy because this Thing is still on a mental or written to do list.

Why not take the time to sit down and write up three different lists... I know, I can hear you say... 'not another list'! But wait, these lists are meant to set you up for success.

Here are the lists I would like you to consider setting up:

1. Clean-ups
2. Deletions
3. Completions

Clean-ups

This list is meant for any items that can be taken care of easily. By devoting a small amount of focused time, this list can be easily completed.

Items on this list may include:

- Make an appointment at the dentist
- Return library books or overdue DVD's
- Make an appointment for the physical you have been putting off
- Take the car to the mechanics for a tune up
- Clean out your closet and throw away or donate unwanted clothing

Deletions

Many of us seem to have things on our lists that we never get to. Each time we update our list we carry across these items but a part of us knows that we will just continue to do the same thing. You have the best of intentions but only so many hours in the day with multiple deadlines, demands for your time and energy.

Items on this list may include:

- Sorting out magazines and clipping recipes
- Learn to play a musical instrument
- Learn to play tennis
- Organize your CD collection
- Repair clothing instead of taking them to the tailor

Completions

What tasks or items do you have that are partially completed, that if you put in a little more effort it would be finished? Having completed this would give you a feeling of accomplishment and relieve some pressure.

Items on this list may include:

- Clean out the basement or garage
- Research and plan for your next vacation
- Arrange for a babysitter and have a date night out with your significant other
- Finish off the report your boss has been bugging you for
- Complete an art or home improvement project

The deletions list is the easiest to let go of, but in some ways can be the hardest to give yourself permission to forego. It can seem like walking around with a bunch of suitcases strapped to you that follow you everywhere you go. When you finally release yourself from this list it feels like you have finally put down the baggage and feel free of the obligations or best intentioned desires you have placed upon yourself.

Once you have completed these lists you are now equipped to move ahead with a sense of purpose and make a plan for next steps. Consider that by taking the time to establish these lists, and do the work necessary to complete the tasks listed you are in fact making room for other opportunities to come into your life. ☺

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