

PARKING LOT

How often do you feel that your mind races in 50 directions at once? It can be so hard to keep track of all those thoughts and ideas. Use the parking lot to move past the overwhelm stage and stay focused on the task at hand.

Step 1: Write down all the random thoughts in your head. Do not censor ... just write them down.

<i>Random Thought</i>	<i>Next Step</i>

This is NOT your next To-Do list!

Step 2: DELETE any actions that are not actually important.

Step 3: DELEGATE any actions that do NOT need to be completed by YOU.

Step 4: DEFER any actions that do not need to be completed right now.

Schedule these on your calendar or add to your to do list.

Step 5: DO the remaining actions now.

Click here to schedule a 30-minute complimentary call to receive your own customized strategies!



You deserve the opportunity to live the life of your dreams feeling in control, relaxed, and productive. You can achieve more without working more! – Lisa Crilley Mallis, Capacity Coach