

# Step 6

## WEEK 6

### **How to Brain Dump and Prioritize**

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Welcome to Week 6! At this point you are now in touch with your Core Values and how you define success, plus taking quiet time for yourself every day to let your brain have a rest. Things should be feeling pretty good at this point... but they are about to get even better.

This week we are going to learn how to deal with overwhelm - for good. This is the biggest challenge I see with my clients - feeling like there is so much on their plate, they have no idea what to do next. That is EXACTLY what overwhelm is - not knowing what to do next.

Your brain is a thinking device - not a storage device. So the more you are storing up inside there, the more likely you are getting close to the point of overwhelm. You've probably been there before. You have a ton of work to do, no idea where to start, so you end up watching Netflix for like 12 hours eating ice cream and

potato chips OR you just start doing things on your list with no rhyme or reason until you drop from exhaustion.

Our goal here is to create your **best** life. It would be wonderful if overwhelm just didn't happen, but it **does** and it **will**. The best defense is knowing **how** to handle it so you move through it quickly, and get back to working "in the zone".

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When you are in the state of overwhelm, your productivity suffers, your willpower goes flying out the window, your decision making processes weaken, you feel like crap, and it just sucks. It's no way to live and cannot be part of your "best life".

Remember earlier when we talked about upleveling the comfort zone of happiness? This is where it really applies.

If you are used to working from a constant state of overwhelm, you may actually put yourself back there **on purpose** because that's where you're comfortable. Moving through the day in a relaxed, confident, clear, focused state may feel really weird and uncomfortable.

**Just go with it.** Try not to sabotage yourself back into that state. Work to shorten the times of feeling overwhelmed, and lengthen the times of feeling clear and focused. You've got this.

In this chapter, there's an exercise to do anytime you are feeling overwhelmed. If you are not feeling that way right now, it's okay. Do the exercise anyway. Just keep it handy for any time overwhelm hits so you can get yourself out of it quick.

I added this exercise to the new release of the Best Planner Ever because if you do it regularly it will actually PREVENT overwhelm. It's just a great practice to get into doing weekly and will overall help **all** your decision making processes.

## *Here's how it works:*

Brain dump everything in your head to paper.

Don't worry about the order, or about being neat and organized. Just get it all out of your head. Work, personal, family, health, money, all of it. Everything down to the gnat's ass on paper.

Once it's all out of your head, you should already be feeling more **clear**.

Next, go through everything on the list and prioritize it using the ABC's of Productivity. It's a simple system that really works to give perspective to where your time is going each day.

A = Top Priority

B = Important

C = Do As Your Are Able

D = Delegate

E = Eliminate - Just say NO!

We'll talk more about the A task next week, but for now, just put an ABCD or E next to each item.

All your items **cannot** be an A.

You must **Eliminate** some of them.

**Delegate** whenever possible, it does not all have to be done by you.

Once the list is prioritized, you can then break down your A's and B's by A1, A2, A3 and so forth so you know the order you need to complete them.

Finally, transfer the list to a clean sheet of paper that's now neat and organized, or into your Best Planner Ever.

If you do this at the start of each week, you'll start every week feeling **clear** and **focused**.

As new tasks arise in the course of your day, you can quickly place them where they go (ABCDE) and get right back on track.

## Optional

You can also set a **time** for each task. For example, some tasks may take 10 minutes and others 1 hour. When you assign a time to each task it becomes even easier to pick out one to do when you have a few minutes free.

For example, if I'm between client calls and have 15 minutes, I can scan the list of A tasks and look for a 10 minute one. Knock it out quick and I'm back to work. Or, if it's the end of the day and I'm feeling a bit drained, find a few quick C tasks to get done. I'm still productive even though I don't have the brain power for an A or B.

Make sense?

I've included a worksheet to use this week and for each week going forward. Once in the habit of this practice it usually takes no more than 10-15 minutes. There are many benefits to this exercise including:

- It makes it easy to identify tasks that are low priority and say NO to them.
- It's a great reminder to **delegate**. This works for staff, team, and even family. You don't have to do all the home stuff yourself!
- It enables you to plan out A tasks so time is spent on things that will make a real **difference** getting you closer to living in your ideal life.
- Group C tasks together and knock them out more efficiently.

If you truly want to plan your best life, this process is a must. Keeping yourself in a better state of mind will not only improve your mood, but also your productivity and decision making skills. When in a better state of mind it's easier to keep the momentum going on goals. This builds confidence and keeps you feeling better and better.

In a very short amount of time you'll see your overall life starting to improve.

That's when things start to get fun.

brain dump

organize

## A Tasks

## B Tasks

## © Tasks

## D Tasks

## E Tasks

## Reflection

What surprised me about this exercise?

What is my *BEST* takeaway from this exercise?

What priorities do I need to change?

How can knowing my priorities help me move closer to living my ideal life?

Other thoughts about this exercise: