



Mindpower Group Program

Week 1 & 2: Action Plan

My Magnificent 12-Week Plan

My specific, measurable outcome by _____ (insert date) is: *(refer to slide 7)*

Achieving this will do the following for me: *(refer to slide 8)*

This is important to me because: *(refer to slide 8)*

My Anchors are: *(refer to slide 10)*

- 1.
- 2.
- 3.
- 4.
- 5.



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I am clearing my path for success by: *(refer Clearing the Clutter Worksheet)*

- 1.
- 2.
- 3.
- 4.
- 5.

I am staying on track. I know this because: *(refer Pre-Planning Success Worksheet)*

This is what keeps me moving forward:

This is how I anticipate my challenges and interrupt my patterns:

This is who can support me while I work through my next 12 weeks:

I agree to be kind to myself, practice my focus and stay committed to the learning.

Sign and date this!



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WORKSHEET

Clearing the Clutter

Cluttering comes in many forms, not just that old junk drawer that never gets any TLC. Some big areas of clutter include:

- Our calendars (overstretched)
- Relationships that are no longer healthy
- Workspaces
- Essential rooms in your home (e.g. kitchen drawers, bathroom cabinets)
- Wardrobe and closets
- Nightstands
- Kids rooms and spaces
- Car
- Wallets and purses

You get the picture.

Life can become riddled with messiness however there is a way to move through this to make space for the people and things that bring you joy and support your inevitable success.

Excess clutter - clutters the mind.

Often times your external world is a sneak peek into your internal world, so we are going to look at doing some reverse engineering that will help to declutter that external chaos to create a positive and spacious shift toward greater contentment, organization and peace.

Please enjoy the following exercise to support you in your efforts to find more time for things you love, better homes for things no longer in use and a clearer mind to think bigger thoughts!



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START WITH SUPPORTING YOUR GOAL

Steps to Declutter Now

Before jumping in, I need you to slow down grasshopper and I have to check! **Have you done the mandatory step of *defining, experiencing and understanding your goal and outcome*? If not, go back and get that done first.**

For this to be a meaningful exercise, please print this out, find a quiet place and begin to work through these questions.

Step 1: Simply scan & acknowledge your conditions for success.

While you may not have all the solutions right now, decluttering definitely helps you get there.

1. What are the biggest obstacles that could possibly get in the way of you working on your goal?
2. What needs to be modified to make room for this program over the next 12 weeks?
3. What is the most important thing I need to do to support myself in this work?
4. Where and when will I dedicate my time to check in on this important thing I have chosen to do?
5. What do I need to get rid of to make more space for this journey?



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Step 2 – Choose up to 4 areas to adjust for success

Below are four areas that are most common for collecting clutter when undertaking a new goal:

Workspace ~ Relationships ~ Schedules ~ Money

If these areas do not relate to you, please use the blank sheet provided at the bottom to adapt your own.

In each area, please identify one ACTION that you will action by circling it. A space has been left for you to add your own if desired

Keep this VERY simple. This is a time to be an expert in simplicity and ease.



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Area #1: My Workspace

Your workspace is one of the most used areas in your life, so it's important to keep things in good order.

I can clear clutter by...

- Clearing off my desk of paper piles, receipts, bills, anything that needs to be filed.
- Removing the piles. Get rid of or file old newspapers, 'To Read' folders, papers or projects from my office, cork board or closet floor.
- Removing piles of stuff from my bookshelves and making sure my books, photos and knick-knacks are neatly and attractively arranged.
- Unsubscribing from at least 5 electronic newsletters or mailing lists that I never seem to find time to read.
- Cleaning out my inbox of clutter and any messages older than a month and put together an easy to use filing system for things to keep
- Other:

Action: By When



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Area #2: My Support Structure

Relationships can create and solve a great deal of clutter. The old saying of ‘You are the company you keep’ has some truth to it. Take a look at the ways you can eliminate cluttered relationships in your life and introduce healthier alternatives that support and nurture your goals.

Hint: Communication is a biggie here!

I can clear clutter by...

- Talking to someone about what I’m doing and asking for support to free up time
- Spending time daily with people who think big and take consistent action.
- Reducing time with negative people and influences
- Being bold and introduce myself to someone I may not know but admire to inspire my next leap to success.
- Eliminating or temporary reducing exposure to a toxic relationship
- Other:

Action: By When



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Area # 3: My Schedule

Ahhhh... the calendars. The obligations. All the things we have convinced ourselves that we need to do and be throughout the day. Our calendars can be tools of motivation or prison guards – you pick.

You need to make room for what you want. It's that simple.

Clear that calendar, make room for your 12-week program.

I can clear clutter by:

- Looking through my calendar and removing at least 1 non-essential obligation from it
- Connect with support – friends, family, coworkers – lighten up on obligations
- Reassign free time – watching tv, re-prioritizing and/or delegate things that aren't important (e.g. kitchen clean up), wasted time spent on unhealthy habits
- ***Take control*** – it's your calendar!
- Other:

Action: By When



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Area # 4: My Money

Finally, we get to the area of money. Money does not often come up in a lot of articles that speak to clutter, however it can be one of the MOST cluttered areas of our life. Money and our relationship to it drives the majority of decisions we make and forms a fundamental part of our identity and ability for growth. This one may not be easy, but the investment in time is worth it.

I can clear clutter by:

- Bringing all money owed to me up to date (e.g. benefit claims, returns, expense reports)
- Using my gift cards.
- Gathering loose money and change around the house
- ***Enlightening my wallet.*** I'm going to clean that thing out by rethinking my rewards programs, the number of credit cards and stuff I really need in there.
- Sitting down and get intimate with my numbers. I will be able to articulate my monthly spend, debt owed with a plan to pay any overdue bills.

Action: By When



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Blank Goal Planner

Area #

I can clear clutter by:

Action: By When



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WORKSHEET

Pre-Planning Success

Let's control the elements of success that we are 100% in control of.

By understanding the full nature of what we want for ourselves, we effect change by simply understanding and acknowledging the truth.

Calling out the Sabotage: Please take a few moments and ask yourself:

1. What will keep me from moving forward with this?
2. How can I anticipate these challenges and what is one or two things I can do to interrupt my pattern?
3. Who and/or what can support and help me through this?

These questions are fundamental if you are to set yourself up for success, so take the time to plan this out.

This must be within 2 weeks, anything longer and you are going to forget, its how life is.

I hope you enjoy this exercise. These things are important because they are the key to unlocking your potential for greater clarity, peace and success.