

MTD Quick Tips

How To De-Clutter Your Life

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Whilst conducting some HR Consultancy work last Christmas, a part of the brief was to look at innovative ways to provide life skills and coping skills to all of the staff.

This was a really “kool” thing for the company to provide and it was down to me to find some cost effective solutions.

A mixture of short workshops and computer based training and it was job done but you know what? There are many things that you can do to deal with the stresses and strains of life that cost NOWT!

Let's look at one of these....

A lot of people carry around with them a lot of "baggage" or "clutter" in their minds.

When I say this I mean that they are still holding onto things that they say they should do but don't, the person who they had a row with but both are not speaking to each other - but both want to, the coulds and shoulds in your life that hold you back - you need to let go, but you don't.

These people carry around with them a lot of emotional attention that you could be doing without and focus sing on something more productive instead!

Are you like this?

If you are, I bet it had a negative influence on your confidence and self-esteem.

The approach

Take a look at your life and get rid of this baggage by asking yourself a series of questions and by completing the following exercise.

In effect, what we are doing is making certain tasks "complete", drawing a line under them and moving on.

Another term for this is "psychological completion" or just "completion".

The following set of questions can be taken at one sitting or over a number of hours/days.

By writing the answers down they become more formal.

Get to it and watch your confidence soar!

1. Putting up with!

Make a list of 10 things that you are putting up with at home.

Make a list of 10 things that you are putting up with at work.

Make a list of 10 things that you are putting up with in any other area of your life.

Make an action plan to get rid of/communicate these things that you have been putting up with.

2. Unfinished matters!

Make a list of things that are unresolved/unfinished in your life.

Make an action plan of how to reduce this number!

Do you need to clear the air with anyone? If so, just do it! Life is too short!

Did you ever say that you were going to call someone or keep in touch with someone yet have done nothing about it? If yes, call them or send an email to them today.

Let go of as many coulds, woulds, shoulds, maybe, oughts as you can. Write these down.

3. Your standards!

Write down the standards that you have been saying to yourself that you should have; let go of these and write down a list of the standards that you are going to have in your life from this day forward.

List 5 people who you admire the most. Identify their greatest qualities, behaviour and how they lead their life. What standards so they have? What standards could you raise starting today to be more like them?

Respect that other's standards will be different from your own.

Think of 5 close colleagues or friends - what are their standards and how are they different to yours?

By completing these exercises you will be able to focus more on the here the now and the future.

You will now be able to let go of some of the things that have been taking up your valuable attention units - those things that knock your self-esteem.

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About Sean McPheat



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Founder and MD of international management development firm MTD Training, Sean McPheat is widely regarded as a leading authority on modern day management and leadership.

Sean is a bestselling author, and has been recognised for his own business building skills through the **British Business Awards** and has been featured in the **Who's Who Of Britain's Business Elite**.

He has been a regular judge for the UK's Young Enterprise Programme but was not as horrible as Simon Cowell (well almost!)



Sean has been featured on **CNN International, the BBC, SKY, ITV, The Guardian, Forbes, Arena Magazine, Marketing Weekly, Business Zone, Winning Edge** and radio stations such as BBC WM and LBC (London's Big Conversation).

Sean has over **250 media credits** to his name and his weekly email tips go out to over **60,000 people** interested in management and development strategies.

Sean is also a **much sought after media figure and motivational speaker** on all topics related to management, HR, business improvement and entrepreneurialism.