**Clear the Decks Worksheets**

Most of us have a running list of things that we’ll get to “someday.” These things clutter our minds & slow us down. So, use these worksheets to clear that mental clutter!

* In the following grids, list *everything* you’ve been thinking you’ll get to “someday.”
* After you’ve completed your list, follow the instructions at the bottom of page 2.

**Examples to get started:** have the car serviced, de-clutter the garage, make a dental appointment, fix the leaky faucet, buy a new bed, have a hard conversation with my sister, get my passport renewed…

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| **Item** | **Action** | **Item** | **Action** |
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**Next Steps**

For each item listed, ask yourself the following questions & take action accordingly. Be honest with yourself!

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| **Question** | **Action** |
| 1. Is this **absolutely necessary**? | *If not,* Delete*. (*Cross the item off the list.) |
| 2. Besides me, is there **anyone** who can handle this (even if he/she will do it differently than I would)? | *If yes,* Delegate.(Put person’s initials beside the item.**)** |
| 3. Is it possible to put this off for **90 days or more**? | *If yes,* Delay*. (*Mark this item with an “L” for later.) |
| 4. Which items are **left**? | Do the items that remain. (Mark this item as “Do.”) |

**Delegate**

* Hand these tasks off to the appropriate person(s) right away. Then, forget about doing them!

**Delay**

* Make a note on your calendar to check this list again in 90 days.

**Do**

* Push where it’s easy – choose a simple item & do it today. (And enjoy how good that feels!)
* Continue to take care of the items on your list.
* Take care of the simplest items when you have a few minutes during the day/evening.

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* Schedule the more difficult tasks for times when you know you’ll have the energy & motivation to get them done.

**Enjoy getting all those things done!!**