

APRIL 2021:
HEALTH COACHING HINTS

SPRING CLEAN YOUR SCHEDULE

Embrace stress-free productivity!
Spring cleaning and decluttering your space
(physical, digital and mental!)
can make a world of difference!

Health Coaching Hint #1: Spring Clean Household Clutter

We all have those spaces in our home that seem to accumulate excess clutter. Whether it's a dining table, that one drawer in the kitchen you're afraid to open any more, or a closet that is so full you can barely shut the door.

Instead of living with this headache and constantly telling yourself you'll "get to it next week," why not take care of it now? Not sure where or how to start, try this:

- > Pull everything out and quickly (yes, I mean quickly. No more than a few seconds for each item) sort the items into Keep, Unsure, Donate, and Discard piles.
- > For the Keep items, put them away. Items often migrate into locations far from where you actually use them. Now is the time to return them to their rightful place in your home.
- > For the Donate items, put them in a box and the next time you are out, drop them off at a donation drop location. The goal here is to get them out of the house quickly so they are no longer taking up unnecessary space.
- > For the Discard items, you know what to do. Get them in that bin right now and waste no more thoughts on them.

> For the Unsure items, these can be more difficult. If you are ready and have the time, do another sort through them and take more time to decide their fate. If you can, sort them into just three piles: Keep, Donate, and Discard. If you are not ready or you don't have time right now, you can box these up and save them to go through later.

By getting rid of the clutter in your home, you will be better able to focus on what really matters.

Health Coaching Hint #2: Spring Clean Project Clutter

Spring is here and for many of us, that means we get the itch to start new projects. Before you move into something new, take a few moments to finish up those projects that are lying around unfinished. This way you can go into a new project knowing you can give it the time and attention it deserves.

To make this easier for you, try these steps:

- > Start by making a list of all the projects you've started over the past year or more that you haven't finished.
- > Next, decide if you actually want to finish each item listed. No need to waste time on something that you don't need or want to do anymore.
- > Now, make a plan for which project to start with first and write down all the steps you need to do to finish it. A tip is to start with the easiest project first so you can build up the momentum through smaller successes before tackling the bigger projects.
- > And, finally, get started. If you can't start today, pick a date to start and when you plan to be done by. Knowing how long it will take and setting that deadline can keep you motivated and moving toward completion.

Want to make it more fun? Recruit friends or family to help out (as safely as you can). In no time, you'll have all those unfinished projects completed and will be ready to start something new, or maybe enjoy some guilt-free time off.

Health Coaching Hint #3: Spring Clean Digital Clutter

Our digital lives can get cluttered in no time at all. It's amazing how much information we can save to our phones, computers, or even to the cloud. Tackling all this data and organizing it can seem like a daunting task.

To help you reduce the overwhelm and get started, try these suggestions:

- > Pick one category to do at a time: inbox, social media (one platform at a time), desktop, photos, etc.
- > Schedule small bits of time to work on each task. Spending 10-15 minutes each day for a week or maybe 30-60 minutes each weekend can help you with getting organized in a non-overwhelming way.
- > Make a plan for how you want to approach each area. Start small with each and split it up into easy to do tasks. For example, if you are working on your inbox, you might unsubscribe to all the emails you

don't want to get anymore before going through all your unread emails, and then organizing rest of your emails.

Once you have an area organized, it will be much easier to keep it that way.

Health Coaching Hint #4: Spring Clean Mental Clutter

Mental clutter includes all those thoughts that run through your head distracting you from really enjoying the present moment.

These can be caused by overcommitting your time or even from overstimulation. They can include stray thoughts, worries, or details you want to remember--anything that keeps your mind actively distracted from the here and now.

While you may not be able to stop yourself from thinking, you can slow down the thoughts that are not serving you in the moment so you can be more focused and attuned to your life experiences as they happen.

To get started, follow these tips:

> Write it down. Whether you do it in the moment or find a single time each day to gather your thoughts onto a single piece of paper, getting them out of your head means you won't forget them and they will no longer be a distraction.

> Decide what matters. If a thought is not serving you and doesn't connect with the bigger vision for yourself, let it go. This can take practice, so don't worry if it takes time to acknowledge and then release these thoughts back into the wild.

> Reduce your stimulation. Make time to sit quietly without distraction or take an electronic-free walk outside. Give your brain time to relax and absorb all the information you have been feeding it every now and then.

> Feed your body. When you get hungry your thoughts and emotions can take over. If you want to feel more in control of your mood, make sure you are eating regularly throughout the day.

> Be kind to yourself. Expecting perfection in anything let alone everything that you do can add a pressure to your life that will only cause you harm. Make an effort to acknowledge your efforts, no matter how big or small, and accept that you are doing your best at this moment.

