

Get Connected!

Clean Up Your Messes and Incompletes

“If a cluttered desk is the sign of a cluttered mind, what is the significance of a clean desk?” Laurence J. Peter American Educator and Author

In the Cycle of Completion diagram to the left, you see each of these steps—Decide, Plan, Start, Continue, Finish and Complete. They are required to succeed at anything, to get a desired result, to finish. Yet how many of us never *complete*?

Are there areas in your life where you’ve left uncompleted projects or failed to get closure with people? When you don’t complete the past, you can’t be free to fully embrace the present.

The Four D’s of Completion

One way to take care of to-do items is called the Four D’s: Do it, delegate it, delay it, or dump it. When you pick up a piece of paper, decide then and there whether you’ll ever do anything with it. If not dump it. If you can take care of it within 10 minutes, do it immediately. If you still want to take care of it yourself, but know it will take longer, delay it by filing it in a folder of things to do later. If you can’t do it yourself or don’t want to take the time, delegate it to someone you trust to accomplish the task. Be sure to have that person report back when she finishes the task so you know it’s complete.

Making Space for Something New

In addition to professional incompletes, most households are also groaning under the weight of too much clutter, too many papers, worn-out clothes, unused toys, forgotten personal effects, and obsolete, broken or unneeded items. That’s why mini-storage was invented! But do we really need all this “stuff”? Of course not.

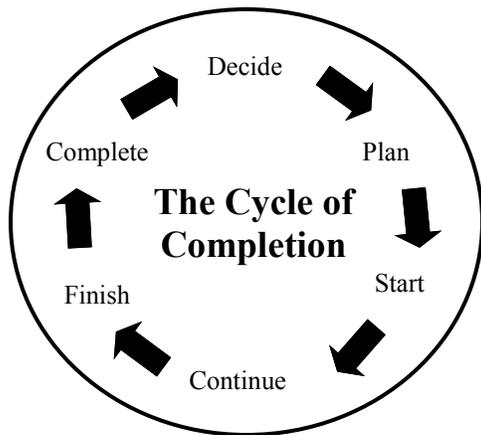
Take a look at your closet, gather up clothes for donation or consignment. Look in the garage and basement and do the same. How about your kitchen cabinets? Small appliances shoved to the back you never use, but think you might some day?

When you want to attract new business to your life, thoroughly clean your office, home, car and garage. Clean out the old and make room for the new. **When we don’t throw away clutter and items we no longer need, it’s as if we don’t trust our ability to manifest the necessary abundance in our lives to buy new ones. But incompletes like this keep that very abundance from showing up. We need to complete the past so that our present can show up more fully.**

Here’s Your Task

How many things do you need to complete, dump, or delegate before you can move on and bring new activity, abundance, and excitement into your life? Use the checklist on page 2 to jog your thinking, make a list, then write down how you’ll complete each task. **Once you’ve made your list, choose four items and start completing them.** Choose those that would immediately free up the most time, energy or space for you—whether it’s mental space or physical space.

Discuss your list as a group. Learn what others are doing to stay organized. How can you help each other complete items on your list?



Instructions for

Brainstorming Leader:

Brainstorming Leader—read through the handout before the meeting. During the meeting, summarize the points on this page, stopping for questions or comments along the way.

Read The Task to the group. Encourage everyone to read the list of 25 suggestions and add their own. Have them choose 4 and list what action they will take to complete the task. Share with other members, brainstorm on ways members can help each other complete tasks.



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25 Ways to Complete Before Moving Forward

How Will You Complete This Task?

1. Former business activities
2. Promises not kept, not acknowledged, or not renegotiated
3. Unpaid debts or financial commitments (money owed to others or to you)
4. Closets overflowing with clothing never worn
5. A disorganized garage crowded with old discards
6. Haphazard or disorganized tax records
7. Checkbook not balanced or accounts that should be closed
8. "Junk Drawers" full of unusable items
9. An attic filled with unused items
10. A car trunk or backseat full of junk or trash
11. Incomplete car maintenance
12. A disorganized basement filled with discarded items
13. Credenza packed with completed or unrealized projects
14. Filing left undone
15. Computer files not backed up or data needing to be converted for storage
16. Out of date computer software
17. Desk surface cluttered or disorganized
18. Family pictures not put into albums or sorted on computer
19. Mending, ironing or their piles of repair or discard
20. Deferred household maintenance
21. Personal relationships with unstated appreciations
22. People you need to forgive
23. Time not spent with people you've been meaning to spend time with
24. Incomplete projects or projects delivered without closure or feedback
25. Acknowledgments that need to be given or asked for
26. _____
27. _____
28. _____
29. _____
30. _____

Example: I will fill up 3 or more garbage bags of clothes, purses, shoes, etc. and prepare for donation