

# Getting It Together

Set dates to complete the following items.

This is an important time to take stock, so that you can enjoy the fruits of your labors. Completing unfinished tasks frees up your energy and boosts productivity, so that you can bring things to fruition. Harvest the fruits of your labors by getting things done. Completion, attainment, and fulfillment give you the energy and sustenance for the next cycle.

Here is an effectiveness checklist to help you along. (The first time I went through this list it took me months!)

- 1) \_\_\_\_\_ Clean my house from top to bottom. Clear out clutter in drawers, cupboards, and the garage.
- 2) \_\_\_\_\_ Clean my office. Clear out clutter.
- 3) \_\_\_\_\_ Clean my car.
- 4) \_\_\_\_\_ Throw or give away what I do not wear or use.
- 5) \_\_\_\_\_ Get up to date on all communications and correspondence.
- 6) \_\_\_\_\_ Get rid of or fix anything that does not work.
- 7) \_\_\_\_\_ Return what has been borrowed or resolve it.
- 8) \_\_\_\_\_ Get back what has been lent or resolve it.
- 9) \_\_\_\_\_ Balance my checkbook.
- 10) \_\_\_\_\_ Update my finances.
- 11) \_\_\_\_\_ Update and organize my personal records and files.
- 12) \_\_\_\_\_ Get my body in shape and keep it that way.
- 13) \_\_\_\_\_ Get my wardrobe in shape and keep it that way.
- 14) \_\_\_\_\_ Get my health in shape and keep it that way.

Please remember this is a process—often to be repeated until we learn to clean up our lives on a regular basis by doing complete work in the moment.

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