

GAIN MENTAL CLARITY

CHECKLIST



The Different Kinds of Mental Clutter and What Can Trigger It

- Five Kinds of mental clutter
 - Negative self-talk
 - Creates a significant amount of mental clutter
 - Worrying
 - Chronic worrying can become addictive
 - Fear
 - Dread regarding a unknown situation
 - Guilt or shame
 - Unhappy about a decision we've made in the past
 - Can cause you to become angry and resentful
 - Regret
 - Bad decisions we've made previously
- Various things can trigger mental clutter
 - The news
 - Causes unnecessary guilt, worry, and stress
 - Money
 - Causes fear, worry, and even regret
 - The past
 - Everyone has made mistakes they regret
 - Your current habits

Letting Go of the Past

- Recognize why it's important to let go of the past
 - Releases you of a burden
 - Releases you of resentment
 - Brings you more understanding
 - Requires you to forgive yourself
- You have to stop playing the victim
 - Playing the victim is a sign of weakness
 - Allows others to have control over you
- Exercise your mind with positive affirmations
 - Improve your self-esteem
 - Improve your self-confidence

- Should repeat positive affirmations daily
- Say what you feel
 - Bottle up your thoughts will lead to anger
- Look to the past for positivity
 - Must reorient your relationship with the past

The Power of Positive Thinking

- The brain and optimistic thoughts
 - Stimulates the growth of neural connections
 - Development of these connections slows as we age
 - Positive thinking allows you mind to function more efficiently
 - Can process thoughts more quickly
 - Are more alert
- You are what you think
 - Your thoughts lead to action or inaction
 - Can see your world as a better place
 - Negative thoughts will limit what you can produce and will stop you from growing
- How to become more positive
 - Things you can learn yourself
 - Allows you to see both the good and bad in a situation
 - Difference between being blindly optimistic and being realistic
 - Many things you can do to become more positive
 - Volunteer your time
 - Write down what you're grateful for
 - Be kinder

How to Improve your Focus

- Why focus is important
 - Set goals based on your preferences
 - Make more certain choices based on your goals
 - Figure out the path that will lead you to success
 - Find greater motivation to achieve your larger goals

- What causes you to lose focus
 - Eating too much sugar
 - Not eating enough good fats
 - Dehydration
 - Low levels of essential minerals

Ways to Clear the Mind Clutter

- Practice mindful breathing techniques
- Working out regularly
 - Increases self-esteem
 - Eases the symptoms of depression and anxiety
 - Improves sleep
 - Provides you with a sense of control
 - Enhances mood
 - Increases optimism
- Start writing more down
 - Keep a daily to-do list
 - Steps you need to take to accomplish goals
 - Write down your worries
 - Details about a relationship that might be straining your mental energy
- Read a book
- Keep a list
- Say no to interruptions
- Quit procrastinating