

*Based on an article by Erika Andersen, Forbes Magazine*

### REMOVE SMALL ANNOYANCES

Little things suck our mental bandwidth and make us feel 'unfinished'. What are the small annoyances that you can eradicate between now and year's end? Make a commitment that every time you see something that would take only a few minutes to fix, do it, between now and the end of the year. Your relief will be out of proportion to the effort involved in the task!

### CLEAR OUT YOUR SPACE

There is enough time between now and the end of the year to purge your physical environment of anything you don't want to lug into 2018. Tackle one small area at a time to avoid overwhelm.

### CLEAR UP CONFUSION

Minor confusion and uncertainty weighs heavily. Are you unclear on someone's expectations? Do you not know how to perform a certain task? List the 'I'm not really sure ...' points and find out the answers. You'll feel much lighter and clearer.

### HAVE IMPORTANT CONVERSATIONS

If you're carrying around something you need to say to someone - either a big or a small issue - have the conversations. Imagining tough conversations in your head but not addressing it in real life is debilitating.

### ASK FOR WHAT YOU WANT

It might be to ask for help at work or at home, it might be to ask for a promotion or raise, it might be to ask someone who is holding you back with a project to follow through and do their part of the task.

### RECONNECT

Those people whose company fills you up? Seek them out and book in a get-together. These are the people with whom you genuinely say, 'we must do this more often' whenever you see them.

### DO ONE THING TO MAKE THE WORLD A BETTER PLACE

One of the best ways to 'get out of your own head' is by doing something good for others. Make it a project to find one small way of giving back, between now and the end of the year.

### THINK ABOUT HOW YOU WANT TO GROW NEXT YEAR

Take some time, during this clearing, cleansing and connecting process to turn your thoughts to 'what next'? You don't have to do a 5-year plan (a lot can happen in that time!) Think of **ONE** area in which you want to grow in 2018.