



'EMPTY' YOUR MIND

Your mind is great at generating ideas, but poor at storing them. When we try to hold every **E**vent, **M**ilestone, **P**roblem, **T**ask, and **Y**earning in our brains, we create clutter and anxiety. Purposely **EMPTY** your mind. Write things down, put them in your calendar, find a home for them outside of your head so you can allow your brain to do what it does best.



EVENTS

What meetings and appointments are on your schedule?



MILESTONES

What results or outcomes must you deliver?



PROBLEMS

What troubles, pressures, or issues are you looking to solve and overcome?



TASKS

What items do you want and need to get done?



YEARNINGS

What goals, dreams, and desires do you hope to pursue?

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