

Exercise 4

Read through the exercise before you try it. As an example, I have used a mental walk-through of your home. Once you are familiar with the exercise, you might want to apply it to other situations in your life. The exercise becomes easier and the results are deeper each time you do it.

STEP 1: QUIET YOURSELF

Find a quiet place where you won't be disturbed for at least 3 minutes. The park, your car, the bathroom, any place where it is not likely you will be disturbed. Take a piece of paper and a pen with you.

STEP 2: GET IN TOUCH

Close your eyes, take a deep breath, center yourself in your space. Bring your home to mind and ask yourself the following question: *What is bugging me about this space today?* Take some time and think about this question. Do a mental walk-through of your home with the idea that you will notice the things bugging you. Nothing else, just notice what you notice. It does not matter what shows up, just notice what you notice. Do just one or two rooms or all of them, your choice.

STEP 3: WRITE IT DOWN

Write notes about what you found on your mental tour, as vague or detailed as you wish.

STEP 4: PUT IT AWAY

Put your list away and go about your day.



STEP 5: RE-EXAMINE

The next day, get out the list and go through your home noting each thing on the list. Do not put this step off for later than the next day!

STEP 6: TAKE ACTION

You have two options: take immediate action about *one* of the things on your list; or plan to see an action through. For example: the thing bugging you is the key sticking in the front door lock. If the problem has a simple solution—say the keyhole needs a little WD-40—do it now. If the problem is bigger—the door needs a whole new lock—then make a plan to hire the locksmith by a certain day.

Continue through your list, making plans and taking action until *you* are satisfied. Some people are satisfied when one thing is done, some when the entire list is done. You are done when you decide you are done.

Do not race around in a frenzy working on all the *other* things you see that need to be done; focus on the tasks on your list. (You can always make another to-do list for all those other tasks.)

STEP 7: EVALUATE

What worked? What didn't? Did you try to go too fast? Too slow? Did you follow through with the actions you planned? Why or why not? Did you try to attack a big task that needed to be broken into smaller steps? Did you work with small steps and realize there is a bigger issue? What changes will you make the next time you do the exercise?

