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WHY IT'S IMPORTANT

Are you constantly busy all day but feel like you haven't completed anything of importance? Are you wasting time on social media? Did you know that being busy without any real sense of accomplishment can cause long-term chronic stress (which can cause health problems ranging from headaches to depression)? [Follow along with Susie Q as she works through the **Daily Brain Detox** with you. Although she's been busy all day, she has nothing to show for it, has no free time, and feels exhausted!]

The **Daily Brain Detox** will help you to declutter your mind, organize your priorities, and help you work towards your goals. With **practiced, regular use** of this tool, you'll actually find that you are more productive with extra time to do the things you love.

Multitasking is an efficiency myth. Every time your brain has to switch between tasks of different natures, you lose focus AND efficiency. Also when your brain is cluttered, you subconsciously lose focus on the things you're doing because your brain will keep reverting back to all the things you need to do. Your brain fears that you will forget and wants to keep reminding you. [Susie Q was grocery shopping and remembered she needed to call the doctor. Susie Q was working on an article and remembered she needed to call the doctor. Susie Q was cooking dinner and remembered she still hadn't called the doctor.] Every time Susie Q thinks about calling the doctor throughout her day, her brain has to refocus on the task she was doing all over again, and it essentially takes her LONGER to complete it. You also aren't working towards any of your goals because your mind is all over the place.

There's a difference between being busy and being productive!

****Allow yourself 30 minutes to complete this. Once you get the hang of it, you'll be able to knock it out in about 10 minutes. You can also use the previous days to help with the current day.****

1. Take 60 seconds to close your eyes, breath deeply, and calm your body.

2. Write down the top 3 goals you want to achieve in the next 30 days at the top of Page 1. You'll come back to this later. [Susie Q wants to lose 20 pounds, research and write a presentation for work, and spend more quality time with her 3 kids.]

3. Set a timer for 10 minutes and write down every single thing that pops in your head regarding your to-do list on Page 1. No matter what it is, write it down. Do not move on to the next step until your timer has stopped.

[This is an important step. You'll likely write frantically, nonstop and think your time is up... only for 2 minutes to have passed. If you move on, your brain won't be clear yet - making this less effective. After **regular** practice of this, you'll be able to cut this down to 5 minutes.]

4. Take everything from your list and organize it under the appropriate sections on Page 2. Be honest here. Try asking, "Does this really need completed today? Is this really important in helping me to achieve my goals?" If the answer is, "No", place it accordingly. Leave off repetitive items.

5. Go through your list and circle all of the tasks that help you take steps towards accomplishing your Top 3 goals from Page 1.

6. Take the tasks that you have circled and organize them into the appropriate goals section on Page 3. Tasks that don't work towards your goals but are important go into the last section. [Susie Q has to go the dentist today.] Circle 1-2 tasks from each section that you will complete today, no matter what. If you have extra time, you can do more!

7. Figure out in what order or what times of day will best help you to complete your tasks. Focus on NOTHING else while doing your tasks. Remember, every time your brain switches to something else, it's like you have to start all over again to get focused. Do NOT let random things distract you. Put your phone and notifications on silent or airplane mode. The world will NOT end because you didn't answer a text for 1 hour. [Susie Q can go to lunch with Betsy Lou after her tasks are complete. She can also take her laptop to the dentist with her to research while she's waiting.]

8. After you complete each task, give yourself a mini celebration before moving to the next task. [Susie Q sets a timer and gives herself 10 minutes on social media after each task is complete. When the timer goes off, so does social media...until another task is complete.]

****See Susie Q's complete example at the end.****

Goal #1 _____

Goal #2 _____

Goal #3 _____

My To-Do List & Thoughts

A. Important & Needs Immediate Attention

B. Important But Not Time Sensitive

C. Not Important But Needs Completed/Miscellaneous

D. Not Important/Time Waster

Goal #1

Goal #2

Goal #3

Not A Goal But Still Needs Done

Goal #1 Lose 20 pounds

Goal #2 Research & write a presentation for work.

Goal #3 Spend more quality time with my 3 kids.

My To-Do List & Thoughts

Lose 20 pounds

Read Johnny his favorite book Take Julie to dance

Can we say date night?

Go to the dentist

Have lunch with Betsy Lou

Facebook & Instagram

Walk around the neighborhood

Catch up on The Walking Dead

Play Dance Revolution
with the kids

Grocery shopping

Mmm...donut

Buy a food portion thingy

Chicken for dinner

Start presentation outline

Watch that new show on Netflix

Schedule check-up for Jenny

30 minutes of work research
per day so I'm not stressed at
the last minute

20 pounds...ggrrrr!

Goal #1

Buy a food portion thingy

Walk around the neighborhood

Lose 20 pounds

Goal #2

Start presentation outline

30 minutes of work research
per day so I'm not stressed at
the last minute

Goal #3

Play Dance Revolution
with the kids (BONUS!
This is also exercise!)

Read Johnny's favorite book

Not A Goal But Still Needs Done

Grocery shopping

Schedule check-up for Jenny

Chicken for dinner

Take Julie to dance

Go to the dentist