## 

INSTRUCTIONS:

We tend to get dragged down and overwhelmed by things that accumulate over time - and end up cluttering our minds.

You may not want to do anything about them right now, but just writing them out here will raise

your awareness and you’ll naturally start handling, fixing and resolving them. So, make a list of what

you’re putting up with and see what’s cluttering your mind, draining your energy and slowing you down!

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**Examples:** Incomplete tasks, frustrations, poor processes and procedures, unresolved issues or problems, other people's or your own behaviour, clutter, shoulds, unmet needs, crossed boundaries, poor morale, overdue bills or invoices, outdated design, guilt, exercise/eating/sleep habits, office cleanliness/tidiness, undone filing, indecision, procrastination etc.

Now is the time to identify what you're tolerating! Write as many items as you can, then over time as you think of more, simply add them to your list:

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Finally, pick ONE action to reduce your “Tolerations” (to action now or in the next day or so):

## Action \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By when \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Why not put your completed chart somewhere obvious - so you can refer to it over time?*