

Spring Clean your Life for Better Results!

By Shane McLucas

Clear out your life, work and personal clutter and channel your inner organisational super hero! Celebrate the start of the new season with a mini makeover in all areas of your life.



As Robin Williams says - ***“Spring is nature’s way of saying: Let’s party!”***

And with that in mind it really is a great time to set yourself up for success in all areas of your life. Here’s a few tips to help you out!

Getting Started

It can feel like a daunting task at first - so grab a notebook and write these headings on a separate page: Friends and Family; Work; Home; Personal. Then brainstorm any feelings that you have around each of these areas and what you would like to see change in the coming months. Here are a few tips around each of the areas where you can spring clean and see some subtle, but impressive changes...remember little changes make a big difference!

Friends & Family

Many of us cling on to friendships and relationships well past their use-by date, believing that quantity is more important than quality when it comes to the people in our lives. However, if you are holding on to relationships that no longer make you feel good, it may be time to let them go. If you think you may just be going through a rough patch then it is worth talking things through with that person and get a good understanding on what’s happening for them; however, if they have been bringing you down for a while and there’s no resolution in sight, it may be time to change the time you hang out with them and focus on those people who make you happy and feel good instead!

Work

First step is to get clear on what you have achieved at work this year - and getting clear on what you would like to achieve over the next 12 months is key! List 5 projects that you feel will take your performance to the next level. Set some targets and time frames and then work out how you are going to achieve this goal by working backward from the goal. Creating bite size achievable chunks that you work through each week.

Have a look at the last 12 months of income, sales, list-win ratio (if you don’t have these figures on hand a round about figure is fine) and see where you can improve. Look at all the things that you could do to advance yourself in your current role and how they tie in with your goals and projects. If one of your goals is to be known as THE sales agent in your area, and one of your top 5 projects is to expand your community involvement, then an action would be look at what community groups align with your personal values and joining them as well as talking to your existing COI (circle of influence) your local accountant, your local solicitor, your local bank manager etc and seeing how you can work with them more effectively.

Home

Your home is your sanctuary. This is where you come to relax, recharge and enjoy time together as a family. So pay it the attention it deserves, and include a house spring clean in your plans! Look around - is it looking a little dreary?

Think of ways you can re-vamp the home without breaking the budget. Does the home need a fresh lick of paint? Does the lounge need a re-cover, do you need to invest in a few new cushions? Buy one or two on-trend pieces for each area of the house and have it looking current and fresh!

Look at the garden: does it need some TLC? Can you get those little maintenance jobs done that you've been putting off in one day? Maybe organize an afternoon spring clean with the whole family and have a list of ten things you need done and allocate one to each person...you may even have some fun!

Personal

Invest an afternoon looking at your personal goals for the next 12 months. What is important to you and what do you want to spend time working towards? Is re-connecting with your partner a main goal? Is improving your work/life balance a goal? Is starting a new fitness regime a goal? If you know where you're heading, it's easier to get started! Also - think about re-vamping your personal style. What is your look for this Spring/Summer season? It feels good to re-vamp your look, maybe try a different hair style or just a tidy up or maybe freshen up your wardrobe with a few new pieces. Have a flick through some magazines and see what you can add to your look to change it up. Remember this is not about you expressing your diva nightclub look or your inner biker, this is about looking professional and chic. People like to do business with well-groomed people with a sense of style.

Getting rid of the clutter!

While you're dusting off the other areas of your life it's a great time to have a traditional spring clean and clear out your office clutter. Throw away anything you don't need, organise yourself and be alright with visiting the local office supply outlet and picking up some things that help you be more organized!

Remember to use the 4 Ds with any paperwork:

Dump it

Delegate it

Do it NOW

Do it when (allocate a time and file it till then)

And those business cards that are sitting in the draw - work out what you are going to do with them - either enter them in your database, send them a letter, email a newsletter or just call to say that you just re-found their business card and wanted to touch base to see if they are looking at buying or selling or if they know someone else who is (always be prospecting!)

Getting rid of the mind-clutter!

Many of us harbor negative emotions over time. Anger, jealousy, hatred can fester if they're not addressed and dealt with. These emotions are not only worthless, they can also be detrimental to your health and happiness. Try to realize that these feelings aren't adding anything to your life and let go of any negative emotions or grudges you have been holding. Find a method to deal with any anxiety and stress, such as yoga, golf, swimming, running, meditation or if you want to talk with someone; counseling. Remember that worrying won't change the future; it will only ruin the present!

Getting rid of the time-clutter!

How are you spending your time? Is it on actions worth spending it on? The truth is that many of us go through our lives wasting precious hours on things that don't matter and then complaining that we can't fit the things that really matter into the day. Rather than letting your time slip away unnoticed, mentally go through your week and work out how you spend your time, writing down everything you do and how long you spend on it. Once you have your week written out in front of you, you can identify how to maximise your hours, what you may want to cut back on and how to make room for more valuable activities. You can also see how your time is aligning with your top 5 goals and how much time you are allocating to the actions that you need to make to see some positive growth.

It will make you feel immensely more satisfied when you can look at your week and feel super productive!

Getting rid of the \$\$ clutter!

If you want to start afresh with a clean slate and a clear mind, one of the best things you can do is to get your finances in order. While it may be scary to assess your financial situation, ignorance will only cause more worry down that track and may even lead to a worse situation! Bite the bullet and have a look at your income and spending over the last 12 months and see where you can cut back and what actions you can put in place immediately to see a better result.

Quick tips to help you de-clutter your life and be more organised:

Plan your day the night before. Plan your next day before you leave work - that way you can cut-off and enjoy your night!

Find a place to put your keys each and every day - that way you don't need to look for them each morning!

Try to park your car with the front facing out it makes it easier when you're in a hurry each morning!

Do the worst first - make sure you automatically have that hard conversation or write that email that you're dreading. If you procrastinate and put it off you'll just build more anxiety around it and you won't be able to cut off!

If you have children, make sure you allocate a special time with each of your kids once a month to take them somewhere that's interesting to them, or do something that they find fun. If you have multiple children make sure its just one kid at a time - so they feel special and they get to spend that quality time with just you. You'll be amazed how in years to come that those times may be one of their childhood highlights!

Take the time to make your partner feel special - spend some quality time with them: cook them a special dinner, or if you're not a master chef, take them to a nice restaurant - just for two. Write them a little card saying how much you love them. Make them a little gift or find something they like and buy it as a surprise for them. Take them somewhere special to the both of you - you get the idea. They don't have to be big, expensive things - just allocating the time to enjoy each others company will make a massive difference!

With your goals - set them into bite-sized chunks and how you are going to achieve each little chunk - pieces that are achievable each every day. That way you are always chipping away at your goal! Once you hit little milestones you need to up celebrate and acknowledge your success!

Here's to a great 2014 and now is the time to start to plan for it!