

Shift One Space and Feel Great, Immediately!

There is an indisputable connection between our outer lives and our inner lives. In fact, sometimes you can look at your office or your bedroom or your kitchen and get some insight into your deeper feelings and what may be going on in your exterior life. The opposite is also true. For this reason, shifting, cleaning up or at least paying attention to our external spaces go a long way in helping us create a beautiful life, inside and out.

Below are 12 questions/steps to help you assess and shift one space in your external environment. I encourage you to pick a space that is obviously troubling you in some way (such as a cluttered living) or a space you spend the most time in (such as your office.)

1. What is the primary function of this space/room?

2. List the tasks that must take place in this space.

Examples:

- Office: work at your desk, phone calls with clients, face to face meeting with my staff, writing my memoire.
- Kitchen: prepare meals, eat meals,
- Bedroom: sleep, get dressed, romantic time with partner

3. What tasks are you doing that would be better done in another space?

Examples: Bedroom: not ideal for exercise equipment and home office, Kitchen: not ideal for bill paying or doing arts and crafts, Office: not ideal for client meetings

4. How do you feel when you step into this space? List the positive and the negative feelings. To what can you contribute these feelings?

<i>Feeling</i>	<i>Possible Cause of the Feeling</i>
i.e. I feel Creative	Views out the window of my garden
i.e. I feel Frustration	Stacks of papers on the floor

5. Look around from different viewpoints. Do your feelings change? If so, note those.

6. How do you want to feel in this space?

7. What things might be missing from this space?

8. What things need to be removed or moved to another location?

9. What three changes could you make to this space that would garner a better, more positive feeling? List them below.

1. -----

2. -----

3. -----

10. Now it's time to make a plan. Break down each change you want to make into the smallest steps possible. Then put due dates beside each step. Go one step further and schedule them on your calendar. You can choose to do it all in one day or do it in small, incremental changes. More below about the One Simple Step Method.*

11. Next, ask yourself what you can you do RIGHT NOW? This space may need a lot of attention, but I bet there is something you can do right now. I mean, something you can literally stand up from your computer and go do it. What is that task?

12. Now go do it! Go and create that beautiful life, one simple step at a time!!!!

One-Simple-Step Process:

Take a stack of index cards and, thinking about one of your projects, write down one task related to that project on each card.

Here's an Example: Reorganizing a Garage

1. Write down every task (one-step) that needs to be taken. One step per card.
 - Card #1: Buy a Peg Board
 - Card #2: Move the Freezer
 - Card #3: Install the Peg Board
 - Card #4: Dispose of old paint cans properly
 - Card #5: Buy shelving
2. Notice . . . wow, that's a lot of cards. Holy Cow, there is no way I could do it all in one day (or one hour, or in one sitting, etc.)
3. Now put your cards in a logical order and begin doing one task after another. And watch the stack shrink. You don't do them all at once . . . that's the whole point of the strategy. You pick a card and do the task that fits the amount of time you have and your energy level.

Trust me, seeing one small task on a card will motivate you to just do it.

What I love about this One-Simple-Step process is when I find a few extra minutes I can grab a card and work on a project by doing one or two tasks. Sure, it may be small, but it is chiseling down a big project step-by-step.