

TRANSFORMATION WORKSHEET #3: Creating Space for Success

When you clear out the old, you make room for something better. How many things do you need to **complete**, **dump**, or **delegate** before you can move on and bring new activity, abundance, relationships, and excitement into your life? Once you complete the exercise below, schedule a "Completion Weekend" to complete as many items on the list as possible. (The sooner, the better!)

List your incompletes and the steps you'll take in each are of your life:

Make a plan to complete them.

1. Former business activities:

2. Promises not kept, not acknowledged, or not renegotiated:

3. Unpaid debts or financial commitments (money owed to others or to you):

4. Closets overflowing with clothing never worn:

5. A disorganized garage crowded with old discards:

6. Haphazard or disorganized tax records:

7. Checkbook not balanced or accounts that should be closed:

8. "Junk drawers" full of unusable items:

9. Missing or broken tools:

10. An attic filled with unused items:

11. A car trunk or backseat full of trash:

12. Incomplete car maintenance:

Continue making your list of incompletes and the steps you'll take in each are of your life:

Once you get into the habit of never leaving anything undone, you will be amazed at how much you accomplish – and how quickly!

13. A disorganized basement filled with discarded items:

14. Credenza packed with completed or unrealized projects:

15. Filing left undone:

16. Computer files not backed up or data needing to be converted for storage:

17. Desk surface cluttered or disorganized:

18. Family pictures never put into an album:

19. Mending, ironing, or other piles of items to repair or discard:

20. Deferred household maintenance:

21. Personal relationships with unstated resentments or appreciations:

22. People you need to forgive:

23. Time not spent with people you've been meaning to spend time with:

24. Incomplete projects or projects delivered without closure or feedback:

25. Acknowledgments that need to be given or asked for:

The more you clear off your plate, the more space
you create for success to enter your life.