

TWENTY-FIVE WAYS TO COMPLETE BEFORE MOVING FORWARD

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? Use the checklist below to jog your thinking, make a list, and then write down how you'll complete each task.

Once you've made your list, choose four items and start completing them. Choose those that would immediately free up the most time, energy, or space for you—whether it's mental space or physical space.

At minimum, I encourage you to clean up one major incomplete every 3 months. If you want to really get the ball rolling, schedule a "completion weekend," and devote 2 full days to handling as many things on the following list as possible.

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
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