

# FAST START #1:

## Clearing Off Your Mental Desk

**This is a powerful exercise that was taught to me years ago by my mentor Jerry Ballinger. The idea is if your desk is cluttered, it's hard to work efficiently. Same thing with your mind - if it's cluttered with all sorts of different thoughts, it's hard for it to work efficiently.**

So, take out a piece of paper and write down all the things you're worried about, think about, etc. Write for 15 minutes straight... do that now.

Ok - that's a lot of stuff, isn't it?

Next, go through the list and put a checkmark next to everything that is outside your control, and a star next to everything that is in your control. Then take all the items with stars, pick the most important ones (no more than 10), transfer them to another list, and put them in priority order. These are the things we're going to work on over the next 90 days.

As you put the checkmarks down, consciously let go of these items in your mind.

When you're done, you'll have released the things that are outside your control or not critically important, and you'll have a fresh new list of the most important things that you can control.

