

STEP 1

Write down everything on your mind that you are worried about. Those things you need to do, phone calls you need to make and things that are just on your mind. DO NOT categorize them! Just write them down.



STEP 2

Organize the items on the first list into "work items to do," This can become your To Do list with target dates and tasks.. WORK RELATED TO-DO'S



STEP 3

Organize the items on the first list into "personal to do's," This can become your To Do list with target dates and tasks.. PERSONAL TO-DO'S



STEP 4

Organize the items on the first list into "stuff I'm just worried about." These are the things that you cannot really do anything about, but they are on your mind and taking up space..

THINGS I'M WORRIED ABOUT...



STEP 5

Take your "worry list" and create prayers or wishes to release them to the universe and off of your shoulders. The universe can do more than you can!

PRAYERS / WISHES TO RELEASE TO THE UNIVERSE