CLEAR TO NEUTRAL

*"A place for everything and everything in its place." – **Unknown***

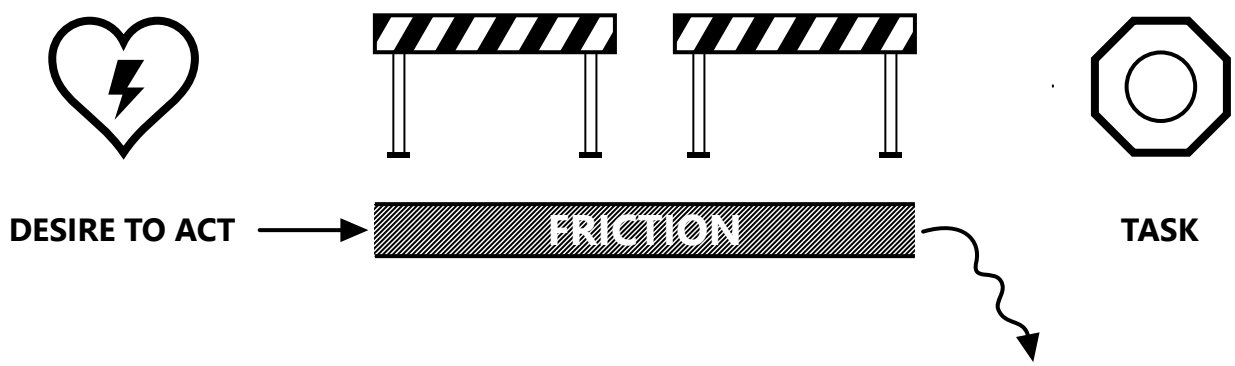
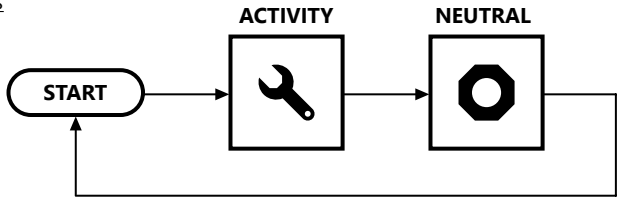
Express It

SPEAK IT

Speak what's below *out loud*, with enthusiasm, certainty, and belief. **Improvise** what you say as *much* as you want (actually, this is preferred). **Visualize** what you say - see it in your head before the words leave your lips. **Brackets** contain instructions that explain something specific to do.

What, Why, and How

- What often slows you down (or even prevents you) from taking action on a task are hurdles (even small ones) that stand in the way of simply *starting* the task:
  - You probably won't cook a meal at home if you have to clean dishes and the kitchen (hurdles) *before* you can start cooking
  - You probably won't exercise when you get home from work if you have to search for your shoes and clean your workout clothes (hurdles) *before* you can start
  - You probably won't pay your bills if you have to find, open, and organize them all, as well as find and balance your checkbook first



- Clearing to neutral means that when you finish a task, **you perform a simple routine where you setup your environment for the next time you need to perform *that* task**, so you can begin doing it the next time with little to no friction (see graphic below).
- You setup your environment for next time by cleaning up what needs cleaned and putting things in their place.
- The best time to set up your environment for successfully doing a task next time is ***while you still have the momentum*** that comes from doing the task *this* time! You're already moving, and you're clear about what needs to be in place for *next* time.
- There's a fantastic sense of freedom that comes from knowing that you've set yourself up for success to complete important tasks in your life!
- It requires a lot less time and energy to clear things to neutral than it does to deal with the many consequences that come from putting important things off.
- **When you leave your desk** at the end of the day - you *organize it* to get tomorrow's work done
- **When you cook something** - you *clean up* your mess
- **When you're done with your computer** - you *close all programs*
- **When you wear it** - you *wash it* or *hang it up* for next time
- **When you empty something** - you *fill it back up*
- **When you eat out of something** - you *wash it*
- **When you sleep on your bed** - you *make it*