

N.U.T.'s

Nagging Unfinished Tasks that drive you NUTS

Nagging Unfinished Tasks cause energy leaks and erode our focus.

You may not want to do anything about these N.U.T.'s right now, but just writing them out will raise your awareness, create a process and increase your confidence.

Take a look at what is cluttering your mind, draining your energy and slowing you down.

Examples: Incomplete tasks, frustrations, poor processes and procedures, unresolved issues or problems, other people's or your own behavior, clutter, "shoulds", unmet needs, crossed boundaries, poor morale, etc . .

Now is the time to identify your N.U.T.'s Get those unfinished tasks OUT of your brain and onto paper. Create a plan to take ONE small action each day. Consider delegating ONE small task. A long list may seem intimidating, but actually it's you creating a proactive procedure to manage your life.

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Pick one N.U.T. and choose an action to take in the next 24 to 36 hours.

Action: _____ **By When:** _____