



TOLERATIONS What are you putting up with?

INSTRUCTIONS: We tend to get dragged down and overwhelmed by things that accumulate over time - and end up cluttering our minds.

You may not want to do anything about them right now, but just writing them out here will raise your awareness and you'll naturally start handling, fixing and resolving them. So, make a list of what you're putting up with and see what's 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or your own behaviour, clutter, 'shoulds', unmet needs, crossed boundaries, poor morale, overdue bills or invoices, outdated design, guilt, exercise/eating/sleep habits, office cleanliness/tidiness, undone filing, indecision, procrastination etc...

Now is the time to identify what you're tolerating! Write as many items as you can, then over time as you think of more, simply add them to your list:

- | | |
|----------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |
| 13. | 14. |
| 15. | 16. |
| 17. | 18. |
| 19. | 20. |
| 21. | 22. |
| 23. | 24. |
| 25. | 26. |
| 27. | 28. |
| 29. | 30. |
| 31. | 32. |
| 33. | 34. |

Finally, pick ONE action to reduce your "Tolerations" (to action now or in the next day or so):

Action _____ **By When** _____

Why not put your completed list somewhere obvious - so you can refer or add to it over time?