



Your life's work takes a lot of energy. The more energy you have to do what matters, the more you can accomplish. When you make some time each day to process your thoughts and emotions, you calibrate your focus back on your why. At the end of every day think of a person/situation that is bouncing around your brain. Write it down. Then ask yourself these five questions.

Insert the issue that is taking up your mental bandwidth: _____
(Ex. My coworker keeps putting me down every chance she gets.)

The five questions are...

1. How important is this issue to you on a Scale of 1 - 10? (Circle your answer)

1 2 3 4 5 6 7 8 9 10

(Not Important)

(Very Important)

2. Why do you feel this way? (Dig deep to uncover your truth.)

3. What are your expectations of the situation?

4. What can you appreciate about the situation?

5. What opportunities could come out of this situation? Internally (mindset) and externally (actions you can take).

Notice how you felt as you went through these questions. Did any tension release? Do you feel more or less stressed? When you understand what is causing your overthinking you can practice letting it go and focus back on the tasks and projects that truly matter to you. These inner gems that you bring to the surface, as you go through this method, give you energy because you stop worrying about them. You learn to stop overthinking, wasting your energy on things that shouldn't worry you, and put your focus on things that will help you do work that you love.