

# HOW TO CREATE MORE HEADSPACE

## Find a home for commonly used items.

Find a place for your keys, glasses, pens, shoes, wallet for e.g. Keep them in the same place so you never have to use valuable headspace looking for them again.

## Keep a mind wandering notebook .

Our mind naturally wanders in the day like our very own inbuilt personal assistant. Externalise those reminders into a notebook.

## Automate Processes.

Create checklists of tasks that require multiple steps, done frequently or repeatedly. e.g. tax returns, accounts, paying bills, grocery lists, buying birthday cards, travel packing list .



## Reduce the amount of external stimuli in the day.

Have breaks in the day from listening to the radio, watching TV, checking the mobile phone, checking social media and emails. Turn off notifications.

## Manage your email inbox.

Be task focused on an email. Avoid using emails to have a conversation. Use the phone instead. Create automated responses. Redirect emails to the correct individual. Turn off email notifications.

