



Organizing Your
Busy Mind





SPOOKY AGENDA

- Is Your Brain working overtime?
- Why Do You Take on Too Much?
- Why Is It Important to Change?
- What Changes Can You Make Now?



Is Your Brain **OVERLOADED?**

DO YOU FEEL -

- ✓ **LIKE YOU ARE PART OF THE RAT-RACE?**
- ✓ **LIKE YOU ARE RUNNING IN PLACE OR SPINNING YOUR WHEELS?**
- ✓ **ALWAYS TIRED?**
- ✓ **UNFOCUSED?**
- ✓ **READY TO EXPLODE?**
- ✓ **LIKE WORK OR LIFE IS A GRIND?**
- ✓ **SOMETIMES YOU CAN'T TAKE ON ONE MORE THING?**

2018 Gallop poll finds

67%

of employees feel burned out.



23%

**feel that way "very often" or
"always."**



Burnout costs U.S. business

\$150 - \$350 billion

per year in the form of:

- **Turnover**
- **Absenteeism**
- **Missed Deadlines**
- **Project Delays**
- **Lost Productivity**
- **Termination stemming from drugs or alcohol**



**INFORMATION OVERLOAD
REFERS TO THE NOTION THAT
WE'RE TRYING TO TAKE IN MORE
THAN THE BRAIN CAN HANDLE.**

**~DANIEL LEVITIN,
NEUROSCIENTIST**

CAR GRANDKIDS

FINANCES

WORK

HEALTH

FAMILY

VACATION

RETIREMENT

ELDERS

NEW BABY

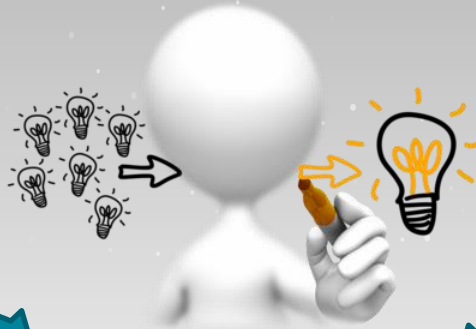
HOME





SCARY QUESTION -

If it's bad for us,
Why do we
overload our
brains?



SUCCESS!

VALUES

HONESTY
INTEGRITY
FAITH
GOOD



**INTERNAL
WIRING**

ENERGY
ATTITUDE
SOCIAL
INDEPENDENCE



INTERNAL WIRING TRIPLE WHAMMY!

- **LEARNING PACE**
 - **ENERGY**
- **ACCOMMODATION**

LEARNING PACE

1	2	3	4	5	6	7	8	9	10
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LEARNING PACE

1	2	3	4	5	6	7	8	9	10
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SCORES OF 1-5

- Enjoys routine
- Straight talk
- Likes concrete examples
- Likes time to absorb

SCORES OF 6-10

- Processes quickly
- Understands abstract
- Learn new jobs at a fast pace
- Can communicate complex ideas

ENERGY

1	2	3	4	5	6	7	8	9	10
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SCORES OF 1-5

- Patient, calm
- Good finisher
- Focused
- Moves at group speed
- Laid back
- Good with processes

SCORES OF 6-10

- Better at starting
- Hard work is natural
- Can multi-task
- Risk taker
- Sense of urgency
- Restless, adventure-prone

ACCOMMODATION

1	2	3	4	5	6	7	8	9	10
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SCORES OF 1-5

- Sticks to their guns
- Can be firm
- Comfortable being disagreeable
- More motivated to reach their own goals than group goals
- May appear stubborn

SCORES OF 6-10

- Friendly, Cooperative
- Slow to anger
- Helpful, likeable
- Eager to please
- Agreeable
- TEAM mentality
- Desire to provide help to others

WHY CHANGE?

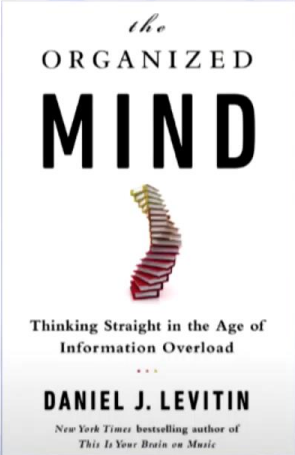
BRAIN OVERLOAD CAUSES -

- **STRESS**
- **HEADACHES**
- **FEELING RUNDOWN**
- **SLEEP ISSUES**
- **ANXIETY**
- **BREATHING ISSUES**
- **DIGESTIVE PROBLEMS**

HERE'S WHAT YOU CAN DO
STARTING TODAY!




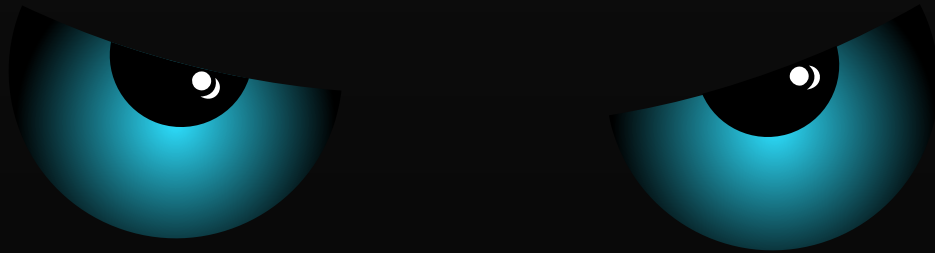
WRITE DOWN THE FIVE ESSENTIAL
PRACTICES FOR ORGANIZING YOUR
BUSY MIND



5 WAYS TO ORGANIZE YOUR BUSY MIND TODAY!



- **USE YOUR ENVIRONMENT**
 - **WRITE/JOURNAL**
 - **PRIORITIZE**
 - **CLEAR YOUR MIND**
 - **FOCUS**
- 



**"IF YOU ARE GOING TO ACHIEVE
EXCELLENCE IN BIG THINGS, YOU
DEVELOP THE HABIT IN LITTLE
MATTERS. EXCELLENCE IS NOT AN
EXCEPTION, IT IS A PREVAILING
ATTITUDE."**

~ COLIN POWELL



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**I help leaders and teams understand their values
and internal wiring to become more effective.**