



*Create More Space in  
Your Mind*



## WHAT IS THIS EXERCISE "CREATE MORE SPACE IN YOUR MIND" ABOUT?

It is about clearing your mind of unnecessary thoughts, fears, and desires. The goal is to help you see the real situation in your mind. What is the real scope of your work?

By writing down everything in your head you create more space. Space to decide, select, prioritize, and maybe add new projects. It's like observing what's going in your mind from above.

## WHY DO I NEED IT?

- This is the very first step to do before starting anything: new plans, ideas, or projects.
- With more space in your mind, it's easier to come up with clear goals and plans, to see new ideas, and solve problems
- This can save you time later working on the project itself
- This can prevent burnout

## WHAT ARE THE BENEFITS?

After completing the task, the following results may occur:

- Relief
- Lightness
- Clarity on what I want to do and what matters to me
- Seeing a true situation, which is sometimes not pleasant but real
- Ability to make decisions about what to let go of and what to choose in a task list
- Easier planning in the next steps

# Exercise

## Create More Space in Your Mind

Sit in a comfortable and quiet place. Take a sheet of paper. Focus on your thoughts and feelings. Try to write down all the thoughts in your head, starting with tasks and ending with feelings. Don't analyze your thoughts and don't think too much about them, just write down everything that comes to mind at the time, use the questions below.

1

TASKS, THOUGHTS, IDEAS,

Write down all your thoughts, tasks, ideas you currently have in your mind. Ask yourself: what should I do today or in the near future? What ideas am I carrying in my head? What thoughts are constantly on my mind? What projects, business, work?

Example

Finish project X

Create proposal for my client

Congratulate my friend on his birthday

Clean the house



2

DESIRES, DREAMS, GOALS

Write down all your desires, dreams and goals. Ask yourself: what do I want to achieve in the near and distant future? What do I dream of learning, doing, buying? What desires do I carry in my mind that I would like to fulfill?

Example

Buy my dream house

Learn how to plan better

Visit 3 new countries

Achieve sales goals

Start a new business



3

FEARS, DOUBTS, WORRIES

Write down all your fears, doubts and worries. Ask yourself: What am I afraid of? What are my biggest fears? What do I worry about every day? What do I doubt? If I could make my biggest dream come true, what obstacles and fears would I face?

Example

I am afraid to speak in public

I don't know if I'm capable of achieving my goals

I don't know how to start

I'm afraid to fail



4

FEELINGS, EMOTIONS, PHYSICAL SENSATIONS

Write down all your feelings, emotions and physical sensations. Ask yourself: How do I feel? Maybe because of some of my thoughts I feel certain feelings like shame, guilt? Or maybe the opposite: love and joy? Does it cause me body sensations like neck tension or headache?

Example

I feel sad

I feel headache when I think about my idea

I feel anxious and tired

I feel confused





## *Thank You!*

I hope you found this exercise helpful and it will help you clear your mind of unnecessary thoughts and create more space for new projects, ideas, and goals.

If you would like to learn more about productivity and effective planning methods, let's connect:

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