

Ultimate 21-Day

Clean Suite!



Wipe the slate clean. Flush the impurities from your day-to-day to-do list and shine your goals until they sparkle! This 21-day guide will keep you committed and on task to stay on target for meeting your year-end goals and objectives while also building self-awareness. Be sure to check off your completed items/daily challenges! A journal or small notebook is recommended for this exercise. **Time Commitment: 30-60 minutes per day.** Go!

Day 1 ____

Purge.

- Clear your workspace of clutter
- Rearrange/reorganize important files
- Set aside paper documents you want to keep
- Shred/trash paper piles

Day 2 ____

Purge digitally.

- Delete unnecessary messages in your email and voicemail inboxes
- Create folders where needed
- Review your saved files and ensure they are in the appropriate folders
- Reduce paper clutter by scanning documents you wish to save.

Day 3 ____

Purge mentally/emotionally.

- Adjust your attitude—the problem is not the problem. The problem may be your attitude about the problem.
- Relieve any negative influences in your life (people included) of their duties. Their services are no longer needed. Let them go.

Day 4 ____

Give it up or give it over.

- Consider what has been holding you back (opinions of others, shame, indecision, procrastination, self-righteousness, avoidance,

making excuses) from achieving your goals and give one thing (figuratively speaking) away

- Create a list of incomplete tasks and reassess their priority or delegate these tasks



- Donate unused office equipment, old cell phones, and retired professional attire to a charitable organization (invite employees to join you in this effort to build cohesion and bulk up your donation!)

Day 5 ____

Make the call.

- Take one person you have been delaying from calling and do it now.
- Randomly select one client/vendor/employee and tell them how much you appreciate them.

Day 6 ____

Dusting.

- Break out the last draft of your business plan. If you have not reviewed it in 12+ months (or do not have one) begin a revised draft.
- Acknowledge your accomplishments
- Identify your business strengths and opportunities
- Validate your current threats or challenges with one supporting fact

Day 7 ____

Apply turtle wax.

- Take nothing personally today through Day 21

Day 8 ____

Eat the frog.

- Do the most challenging thing on your to-do list first today

Day 9 ____

Change the sheets.

- Rearrange your workspace completely, moving items from one side to the other. This change will keep your mind more alert by forcing you to refocus and be present.

Day 10 ____

Eliminate old judgments.

- Write each thing you "should have" done up to this point (starting from the beginning of the year) on sticky notes
- Now make two piles: "but I didn't" and "and I will"
- Put the sticky notes in the respective pile
- Throw away the "didn't" pile
- Put the "wills" in an envelope for later

Day 11 ____

Clean out the fridge.

- Make a list of 10 or more things that you started but didn't finish (try not to duplicate anything from yesterday)
- Put this list in the envelope with the sticky notes

Day 12 ____

Challenge your assumptions.

- Ask clear questions to gain understanding
- Express what you really want
- Explore alternative endings that are positive
 - Ask yourself "what's another way of looking at this?"
- Remember there is:
 - A little truth behind "just kidding"
 - A little knowledge with "I don't know"
 - A little emotion behind "I don't care"
 - A little pain behind "It's OK"

Day 13 ____

Spring the clock forward.

- Make a list of any interruptions or distractions you encounter today
- Keep note of how long it takes you away from your work

Day 14 ____

Top to bottom.

- Map out 3 tasks you want to get completed today
- Write down how you spend your time today, hour by hour

Day 15 ____

Block it out.

- Look at yesterday's time map
 - Did you complete the 3 tasks you set out to accomplish?
- Today, use time blocks to map out how you see your day going tomorrow
- Identify your high priority tasks/projects
- Chunk down the tasks
- Set a goal to finish the task in the time allotted
 - Use a visual aid if helpful
- Schedule mental breaks to retool your focus
 - Limit distractions/interruptions

Day 16 ____

Finish something you started.

- Review the list from the envelope
- Pick one task and complete it today no matter what

Day 17 ____

Put away complaining.

- Grab a resealable sandwich bag or a small snack container
- Monitor your complaints (even the silent ones in your head) and put in a quarter or a dollar, whichever you have, for each one until Day 21

Day 18 ____

Wash the windows.

- Visualize the ideal image of your business
- Rewrite your vision statement for this current year

Day 19 ____

Water the grass.

- Count how many daily challenges (by the number of days) you've completed ([A.] ____)
- Grab a calculator and divide [A.] by 18
 - o 90-100% /// Awesome
 - o 60-89% /// Pretty good
 - o 30-59% /// Okay, not bad
- Reward yourself for your growth and hard work!
 - o 0-29% /// Do not pass GO, do not collect \$200!
- Reflect on where you were successful and where you could use some improvement
- Go back to each day you didn't complete on the list and label it: "but I didn't" OR "and I will"
- The "but I didn't" labels could be an indication that how you do anything is how you're doing everything (see Day 3)
- Challenge yourself to complete the "and I will" items in the next 7 days

Day 20 ____

Review and reorganize.

- Pull out the envelope from Day 10
- Review how important these tasks are to your success this year
- Think about what plan is needed for action
- If the tasks are integral, create one (1) SMART goal for each task

Day 21 ____

Rinse and repeat.

- ✓ Looking back, what did you learn about yourself?
- ✓ What did you learn from your successes?
- ✓ What did you learn from your failures?
- ✓ What bad habits did you break?
- ✓ What good habits did you develop?
- ✓ Where did you see the most personal growth?
- ✓ What are your negative thoughts and complaints costing you each day?
- ✓ What would you do differently now than you would have on Day 1?
- ✓ How might your habits be effecting your business growth?
- Set 3 new SMART goals:

| | |
|------------|-------------------|
| Specific | 1a. 2a. 3a. |
| Measurable | 1b. 2b. 3b. |
| Achievable | 1c. 2c. 3c. |
| Realistic | 1d. 2d. 3d. |
| Time-bound | 1e. 2e. 3e. |

What will you accomplish next?...

8-Week Spring Clean Coaching Package Available!

Book Online: QueenSuiteCoach.com