

# Creating Space Checklist

For you & everything you love

We get caught up in things that don't matter, don't help our mission or don't provide us value.

It's all a MIND TRAP that causes us to not feel good enough & compensate by trying to do everything.

We all gather clutter; mental & physical. Focus on where you want to see change & set everything in place, one by one (to not create more overwhelm) until you're happy with what you're doing & how you live your life.

Use the 8 ...ATES to remove chaos & overwhelm from your life by working through each one. It is an effective way to bring calm to your life & creates space to spend time on your goals & progress.

## SEGREGATE

- Write a prioritised list of your responsibilities that are most important & relied on to the least.
- Isolate your tasks & everything in your life into blocks & seasons using a timetable or planner until you find the routine becomes a habit.
- Pick one room in your house & allocate one day each week to clean them. It's amazing how an unorganised house can also disorganise our minds, "A clear house, is a clear mind".

## ELIMINATE

- Remove the tasks & responsibilities that are no longer bringing you value & providing purpose or those that don't rely on you any longer. This may include debt that's using up income.
- Clean up small clutter & things that distract; Paper piles, email calls to action, kids distracting, turn off phone notifications. Anything that creates mind clutter.
- Form boundaries around areas of your life that are your responsibility & things you would prefer to be doing or accomplishing.
- You're allowed to say "No thank you, not right now" if the outcome will be overwhelm.

## ALLOCATE

- Allocate certain days or times for doing certain things. Almost like a personal roster.
- Allocate every dollar of your income to ALL areas in your life. If a new cost pops up, create a fund for it.

## DELEGATE

- For things you're no longer wanting in your routine because they're not your responsibility, delegate these to the person who is responsible for it & should be taking care of it.
- Delegate tasks & age appropriate jobs to your kids to reduce the constant jobs you don't need to or no longer capable of doing for everyone when they're able to do some things for themselves.
- Delegate a job or two to your partner if it involves them (also responsible for), if it has become a burden on you or causing overwhelm & resentment. We can't make them take responsibility but we can help them.

## AUTOMATE

- ❑ Set up automatic bank transfers, bill / debt payments & savings to happen automatically where able to.
- ❑ Get to know your budget by staying consistent with amount allocations every pay. Turn them into automatic habits to create consistent growth for your money & life. Awareness is very empowering!
- ❑ Get the kids to automate their tasks & jobs so you don't have to constantly remind everyone. A good way to implement this is to offer a set amount of commission for every job done + a bonus each week if no nagging was required.

## COMMUNICATE

- ❑ Keep all communication lines open with those who live in the same household so you're all aware of what is happening day to day & the household will function well.
- ❑ Talk often with your partner, not only about finances, but everything involved with the household including activities, goals & the future.
- ❑ Communicate your boundaries to others if you feel like they might be asking too much of you & your time.

## NEGOTIATE

- ❑ Instead of using blame or bribery to seek change in areas, negotiate & compromise to find a solution that pleases everyone involved. It's a great way to stop any resentment felt.
- ❑ When making purchases be mindful to negotiate a price where you might be able to get any costs down.
- ❑ Negotiate the Money Road Map to solve financial issues moving forward on your money journey. Drive the plan to eliminate risk.

## REGULATE

- ❑ Regulate the time you give to things that waste time by distracting, like social media, videos & emails.
- ❑ Regulate your budget to work for your lifestyle & have Monthly Money Meetings with your partner.
- ❑ Regulate the hours you need to work to get rid of debt, first working more, then less to spend more time doing what you love.
- ❑ Be so sure of what you want in life & what you want to be doing that it becomes an automatic response when deciding if you want to take something on, start something new or even make a big money decision.

**Boundaries may feel selfish to some but they're far from it. They provide clear awareness & expectations for everyone.**

*Prioritise your time,  
Simplify your life*