KEEPING EVERYONE IN THE LOOP

My secret weapon to combat brain-clutter

THE 4-D FRAMEWORK

Life SORTED.

Do you feel lost in the vortex of busy life?

Hey there

It's pretty common to feel lost and powerless in the vortex of a busy, contemporary family.

There's no denying it: modern life and multi-tasking go hand in hand.In between juggling work, running a household, driving the kids all over town, and generally being the CEO of the family – it's no wonder you don't have time to think about self-care, let alone sit and have that cuppa, even if it's now cold!

I'm here to tell you, "It doesn't have to be this way!"

What if there was a way to reduce the overwhelm and eliminate the risk of error in your busy day just by using a simple method that I'm about to give you?!

Your brain is like an email inbox, constantly receiving messages. The information input can be overwhelming! Like technology, even our amazing brains have limits. Once your brain's 'inbox' is full, contents begin to bounce back to the sender or worse, get deleted before they're even processed!You need a way to cut the crazy chaos in your brain.

The good news is, there's a method to prioritise family routines, keep the inbox in your brain clutter-free, file important information and send the rest straight to the 'trash' folder. If you organise your brain first; the rest takes care of itself.

I call it: The 4-D FRAMEWORK

Jo x

The 4-D framework

This simple system will organize your thoughts and give you the time you need to process each event, activity or appointment as they appear and most of all combat brain-clutter!

To eliminate brain-clutter... as each new project, appointment or event enters your 'brain inbox', file it immediately by choosing ONE of these four options:

1. DO it

Priority ONE! Knock it over straight away. These are the things you can (or need) to do on the spot. Tick those babies off your list and move on.

2. DELEGATE it

Give it to someone else to do. Seriously. We often take on too much! If your partner, child or friend can handle this – take a big breath and pass it on.

3. DEFER it

Do it another day. If it doesn't need to be done immediately, schedule it into your calendar for a future date so you can deal with it then. Simple.

4. DITCH it

Delete, dismiss or discard it. This one is self-explanatory and my favourite option of all. If it isn't relevant, straight to 'trash'!

Eliminate brain-clutter forever!

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