



TOLERATIONS

What are you putting up with?



INSTRUCTIONS: We tend to get dragged down and overwhelmed by things that accumulate over time and end up cluttering our minds. Now is the time to identify what you're tolerating!

You may not want to do anything about them right now, but just writing them out here will raise your awareness and you'll naturally start handling, fixing and resolving them. So, make a list of what you're putting up with and see what's cluttering your mind, slowing you down, and draining your energy!

Examples: Incomplete tasks, frustrations, poor processes and procedures, unresolved issues or problems, other people's or your own behaviour, clutter, shoulds, unmet needs, crossed boundaries, poor morale, overdue bills or invoices, outdated design, guilt, exercise/eating/sleep habits, office cleanliness/tidiness, undone filing, indecision, procrastination etc...

Now is the time to identify what you're tolerating! Write as many as you can, then over time as you think of more items, simply add them to your list:

- | | |
|----------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |
| 13. | 14. |
| 15. | 16. |
| 17. | 18. |
| 19. | 20. |
| 21. | 22. |
| 23. | 24. |
| 25. | 26. |
| 27. | 28. |
| 29. | 30. |
| 31. | 32. |
| 33. | 34. |

Finally, pick ONE toleration and identify an action to take right away (or in the next day or so):

Action _____	By When _____
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Why not put your completed chart somewhere obvious - so you can refer to it over time?