

## Mid-Year Clarity Cleaning Worksheet

We're halfway through the year — time to clear the clutter and realign.

This simple worksheet will help you identify what's pulling you off track and apply the Clarity Filter framework in real time: **Control it. Change it. Accept it. Delegate it.**

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**Step 1: Dump the Clutter** Write down at least 3–5 things that are weighing on you, causing stress, or creating friction in your life or business.

These can be things you're tolerating, resisting, or simply exhausted by.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Need inspiration?

#### *Business-Related Clutter*

- Carrying the weight of everything alone → burnout
- Lack of support → unsustainable pace
- No daily plan → wasted time, scattered focus
- Inbox chaos → reactive vs intentional days
- Processing loans solo → no time to grow
- Supporting your team more than they support you
- No CRM/system → follow-up falling through cracks
- Avoiding revenue-producing activities
- Not showing up consistently on social media
- Outdated tech slowing everything down
- Draining collaborations that leave you exhausted
- Constant comparison creating self-doubt
- Letting self-limiting beliefs lead decisions

#### *Personal Well-Being Clutter*

- Missing quality time with loved ones
- Skipping movement or fresh air for days at a time
- Putting your health last — nutrition, sleep, energy
- Going months without a real vacation or unplugged time
- Ignoring friendships and family connection
- Treating rest and recovery as luxuries
- Staying “plugged in” 24/7 out of guilt or habit

**Step 2: Apply the Clarity Filter** For each clutter item you wrote, apply one of the four clarity actions:

- **Control It** – Set a new boundary, rule, or system  
*Example: Time block your mornings for revenue-generating tasks*
  - **Change It** – Make a shift, have a conversation, or decide differently  
*Example: Reset expectations with a partner or teammate*
  - **Accept It** – Let go of resistance and make peace  
*Example: A teammate is on leave and it's temporary*
  - **Delegate It** – Remove it from your plate  
*Example: Hire help or assign to someone on your team*
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**Step 3: Clarity Shift Statements** Use these to help you reframe what you're ready to shift now. Fill in your own below, or pull from the examples!

I'm ready to stop \_\_\_\_\_ so I can create more \_\_\_\_\_.

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 **Business Shift Examples**

- ...doing everything alone → support and sustainability
- ...operating without a plan → clarity and momentum
- ...letting my inbox run me → focus and control
- ...processing my own loans → space to grow
- ...being the support for my support → leadership capacity
- ...avoiding follow-up systems → consistency
- ...ignoring my social presence → visibility
- ...using outdated tech → ease and efficiency
- ...collaborating with energy-drainers → productive peace
- ...comparing myself → confidence and trust
- ...believing limiting thoughts → freedom to grow

 **Personal Shift Examples**

- ...missing family moments → presence and connection
- ...neglecting my health → energy and longevity
- ...eating whatever's easiest → better nutrition and energy
- ...skipping movement and fresh air → strength and mental clarity
- ...putting off rest → balance and resilience
- ...avoiding vacation → true freedom and inspiration
- ...saying "I'll call them later" → deeper relationships now

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#### **Step 4: Pick Your ONE Shift for the Week**

Circle one thing you're ready to shift this week.

Make that commitment to yourself. Then, choose one more shift next week.

No pressure to fix everything — one aligned action is powerful.

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#### **Step 5: Book a 15 Minute Phone Session**

Ready for more clarity and traction in your business?

If you'd like help turning your shifts into sustainable systems and next steps, let's hop on a quick call.

[Book Phone Session Here](#)

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#### **♥ Heart Moment Activity**

Our time is money — but our time is also priceless.

We get so caught up in the day-to-day that we forget to pause. To breathe. To connect.

And the truth is, just like our business relationships need nurturing... so do our personal ones.

So right now — if you feel called — I'm giving you full permission to take a moment to focus on the things that **MONEY CAN'T BUY**.

**Send a quick text to someone you love. Your partner. Your kid. A friend you haven't talked to in a while. Your parents, if you're lucky enough to still have them.**

**Tell them you're thinking of them. That you're proud of them. That you miss them. Say whatever feels right. No one's watching. No one's grading this.**

It's just a small reminder that presence matters more than perfection — and connection is one of the most valuable things we'll ever build.