



## Sift and Sort

Before you start the sorting and sifting, if you lack clarity and focus on what you want most to accomplish in this season of life, take a moment to define the top 3 things you want to accomplish right now.

Thinks about what sets your heart on fire before you start putting out the fire in your hair.

With clarity and focus of the results that are most important to you right now, begin the process of sorting and sifting through your list. Look at each item on the list and decide which organizational pile it belongs in.

Don't overthink it. Move quickly through the process.

### THE ORGANIZATIONAL PILES DEFINED:

- **Keep** - these are the tasks, activities and other things that need your time and attention and are directly connected to the priorities you are focusing on in this season of life.
- **Toss** - these are the things on your list that really have no place in your life right now - maybe never again. (more help on this here)
  - They may have served you well and added value to your life in the past, but not now.
  - They may be things you've said yes to out of guilt but just thinking about them sets your hair on fire.
  - They may be things you said yes to with wrong motivations and now they are just adding to the fire in your hair.
- **Delegate** - these are the things on your list that can be done just as well or even better by other people. As you sort through your list, ask questions like:
  - Am I the only person who can do this?
  - If I delegate this, how much more room will I have to dedicate my time and energy to the things that I really want to focus on (the things that set my heart on fire)?
- **Save** - occasionally there are things on your list that you don't want to toss and can't be delegated but they really don't contribute to what is most important to you right now. These things can be put in the save pile...but keep this pile very, very small.



## Putting Things in Order

With your list now sorted into defined piles, take action.

**Saved items** go onto a list that you set aside and then schedule a date on your calendar to come back to it and see if it's time to bring them back into your life or not. Sometimes when we come back to this last at a later time, we realize they can now be a toss or delegate.

**Delegated items** get delegated right away. As you look at this list, highlight what needs to be delegated immediately and what you can take time to delegate over the next days or weeks. Don't let delegation tasks be your next hair fire. Tend to the urgent and let the rest go to the back burner.

**Tossed items** just need to be taken off of your list altogether. Just like the toss pile from the homeowners sorting and sifting exercise, this items is no longer serving you well. Don't waste time overthinking this. Just release yourself from the obligation.

### Now you can focus solely on the keep list!

At this point your hair may no longer be fully on fire, but you may still have a few embers burning as you look at the keep list. The good news is that you've cleared out enough of the clutter to make room for what is MOST important to you (what sets your heart on fire).

Now you just need to decide what goes where. Use the next pages to put your keep list items in priority order of first - next - after that...







## Keep the Heart Fire Burning

This process will stoke your heart fire when done regularly.

The first time will require the full decluttering process, but when maintained weekly, you will find it's a quick 'keep-toss-delegate-save' review and then you are just moving things up your list.

As things move off the top, things move up from the middle and the bottom.

Each week you evaluate your priorities, see if things have shifted or changed and determine if there are things you need to add to your keep list.

**NOTE:** when adding to your keep list, it's important to identify what can be moved off that list and onto delegate, toss or save.

Excuses are a limitation we choose to lean on.  
If time and overwhelm is your excuse, choose to let it be why you have limitations or choose to make room for more of what matters most to you.