CHAPTER SIX

CODE LETTER N: NO MORE IN YOUR HEAD

Embrace this life-changing strategy of writing down EVERYTHING. You will feel so much more confident knowing that nothing will be forgotten or fall through the cracks. Which makes for a more relaxing day, a more patient human being, and a perfect opportunity to feel more accomplished.

Mules (Mridu’s Rules) For Being Less Scattered
Don’t move on to the next Chapter before going through the next short exercise:

1. Open a Word document or Google Document. Take 15-20 minutes to empty out of your brain. Get every thought, to-do, and task out of your head!
2. Put on your timer for 20 minutes to re-organize your list into projects, sub-projects, and tasks.