



## How to Achieve the “On Vacation Feeling” at Any Time

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This Friday – or on your next free weekend – spend 2 hours doing the following to have that feeling of euphoria that you get when you are leaving for a vacation. The key is to do these things quickly and efficiently.

- Quickly, spend 15-20 minutes cleaning your desk. Remove all papers and files. Put everything “out of place” into a pile onto the floor. Wipe and clean your desk.
- Repeat for any other countertops or shelves that collect your “random stuff”. Put everything “out of place” into a pile onto the floor.
- Make 3 file folders (or boxes) labeled:
  - o Now
  - o Projects
  - o Filing

*Note: These are temporary so don't over-think this process.*
- Start a to-do list with 2 categories:
  - o Now
  - o Projects

*Leave this list blank until we get to the next step.*
- Let's go through the “out of place” pile on the floor. Grab the pile and do the following:
  - o One by one, grab each item, spend 2 seconds and decide:
    - Is this something I need to take care of now before the weekend? (Limit yourself to very few of these – max 5.)
    - Do I need this to complete a project? (These are projects to be worked on next week.)
    - Do I need to file this for future reference? (This is an item that is not actionable, but you might need for reference in the future.)
  - o As you are working through each item, file them in their folder. Add the “now” items to your to-do list (remember, you should only have a maximum of 5). Add the “projects” to the list.
  - o Take your 3 file folders and find a place for them. With the exception of the “now” file, you will be revisiting the “projects” and “filing” folders after your weekend.
- Open your email account. Similar to the “out of place” file, go through your email inbox like this. (If you have 988 emails spanning back to 2004, then do this with the most recent emails that can still be actionable. The rest of your 900 emails deserve another blog article.) Decide:
  - o Now items: address immediately (don't dilly-dally, just do)
  - o Project items: add to your to-do list
  - o Filing: File away in archive folders in your email account
- If you have any phonecalls you need to make, make them.
- Review the “Now” list and “Now” folder. What are those 5 things you HAVE to do before you can enjoy your weekend? Do them.
- Do your “things” start to feel a little more under control? Does your desk look nice? Is your email a little more managed? Time for the BRAIN DRAIN! Grab your to-do list and sit at your clean desk. Go through the following categories of your life and grab any “loose items” from your head:
  - o Personal: your, your family, your friend's needs
  - o Clients: any open items to be resolved next week
  - o Business: any goals and plans you need to work on next week
  - o Other: anything racing through your mind that you need to do

**You should feel much more euphoric now... and ready for that “on vacation feeling”... enjoy the weekend!**