

10. untangle your mind best brain dump - 11_16_22, 2.33 PM

There are times when I'm going day by day, I'm following the plan, but sometimes I just feel stuck and I have to ask myself, what's got you hung up? It usually starts with that pit in my stomach, like I'm missing something or I have a plan, but I still feel like my mind is all jumbled up. Like the Christmas lights that I just took out to go decorate with.

It happens to me all the time. Even without the hectic days of work and taking the kids to school their activities, keeping the family in house appointments all together, we have an overload of information coming in at us all the time. Sometimes I feel so frazzled, like I'm afraid that I'm in a break. It feels like my nerves are exposed and every little sound is just scratching at my mind.

That is how overwhelmed feels to me. I do hear that some people experience feelings as colors, so if you're one of those people, please let me know because I have so many questions. It's just so interesting to me that we all perceive things so differently, but at the same time, we're still experiencing this human experience.

So on these days that I feel like I am just not on track, I'm stuck even though I'm working the plan. I might just need to have a good meditation and a brain dump, and sometimes that solves my problems. So that is the topic of today's podcast is the Best Brain Dump Ever. And once you brain dump, now what do you do?

So dump, then meditate. That is the order that I find works the best because I can brain dump, get everything out of my mind, calm my. And then work through a meditation to help calm my body, physically, mentally slow the breathing, and get into a better mind space so that I can deal with all the stuff that I just dumped out of my head.

So this is my process. I dump it all out. I write everything down that comes to mind. That I have to do. So this is different from brainstorming. Brainstorming is usually a group discussion to generate ideas, solve problems. Brain dumping is getting everything that's jumbled up and yelling and screaming in your head down on paper.

So anything from work, family, home, friends, kids, pets, tasks, appointments, down to the I need to change the batteries in that remote. Anything that is taking

up space in your mind right now, put it down on paper. Good old fashioned pen and paper, or bust out a Google sheet, whatever works for you. Get it all down and now go meditate for a few minutes.

This can just release all the scratchy feelings, but it'll build in some of that calm. And get you into a head space where you can now go and attack all of those things, , that we just dumped out of our brain to put it all in some semblance of order so now we can make sure it all gets done and we don't have to keep the worry on our brains anymore.

So these two things together sometimes can just cause that significant calming sense that will take you out. Frazzled, overwhelmed feeling, but you aren't done. There are a few more steps so that that nerve wracking feeling doesn't come back. So let's take care of those things. And organize them and put them in some type of order to help us work through it.

So the next step, once you brain dump and you meditate, now we wanna categorize it. So set up some of your categories. Don't worry if you're going through this and you have to add another category, that's fine. Just think of all the categories that probably cover the things that you made a list of. So family, business, chores, and take a highlight.

Or make columns on a new page. Now go through your list. Highlight all the things that belong in one category with one color, and then go through and highlight the rest of them in all the different categories that you've set up, or move those tasks over to your columns if you're using a piece of paper.

And just put everything in the right column. So now you have your task categorized at least into what maybe, you know, things are family, personal, business, project related, whatever it might be. They're organized in a way that they make sense to you. So now we are gonna Eisenhower it. We're gonna use the Eisenhower matrix, which you've probably all heard, maybe you don't know and aren't connecting the name.

But this is where we have the four different quadrants. We organize tasks by what's important and urgent. So there's urgent time sensitive stuff, important things. Then there's tasks that need to be done first, and then there's tasks that can be done later. So we're gonna do that and we're gonna use the do decide delegate, delete, or park.

I like park because I don't always like to delete stuff and things maybe need to be done eventually, but they're not something that I have to do right now in the

moment, and it doesn't need to be sitting on my mind bothering me. So now we wanna take everything that you categorized. And now you have to decide if it's urgent and time sensitive, or if it's important and when you're gonna do it.

So is it something that needs to be done now because it's urgent and important, or do you need to decide on it because it's important, but maybe not urgent? And then there's a whole delegate list that can be made of things that you don't have to do that can be given to somebody else because it doesn't require your special skills to get it done.

And then there's the delete part. So these are the things that don't really need to be done, or they don't need to be done right now, like there's no real importance or urgency to them. But maybe eventually they need to be done. But this space is to park that for later or delete it and get it off your list completely.

Now, once you do all of this, you're gonna have a really good list of things that need to be done and decided upon. And. Those are the things that you wanna take and put it into Asana. It's my favorite tool. If you don't use Asana, you use Trello or some other project management tool like monday.com.

Whatever it is that you use, you wanna take this list and you wanna make sure you put it in Asana. Now, Asana, if you're a yogi, is a body posture. Originally, it's a general term for sitting and meditating, and you say it as. But for the project management system, it's called Asana and it's pronounced like aana, but both are very important to my wellbeing.

But we're gonna talk about Asana today. So this is where all my tasks go. I'm sure if you have been around a while, you hear me talk about Asana a lot. I live my life . That sounds a little silly, but I do. I put my personal stuff in Asana and I put anything that needs to be done for. Or projects that I'm working on, it all goes into Asana because that is the only way that I can get these things out of my mind and into a place where I know it will get done and organized.

So we're gonna take our Eisenhower list and all of the things that need to be done by me, those are my urgent and important things, and they're gonna all go in there. And I'm gonna give them a deadline. I'm gonna assign it to me. That way I have clear a clear path of how I'm gonna tackle all of the things on my list.

So now all of my dues from my Eisenhower list are gonna go into Asana. Now I have to decide on some of these, whether I need to do them or if I can delegate

them. And maybe I do need to do them, but they can be pushed off to later because they're not urgent, but they're still important and need to be done.

Then anything that can be delegated. Now, unfortunately for me, my family does not use Asana, so. If I'm assigning anything to them, and I say that in air quotes, then I'm probably just going to hand it off to them and I'm gonna forget about it and I am not going to worry myself with it. Um, now if it's on my team, I can assign them a task in a sauna and give them a deadline, and I can even put myself on it so I can make sure it gets done in the future if that's what I need to do.

But I do like to put my personal things. In Asana with timelines. I like to keep a list of the things that I wanna read, my reading list, any reminders, things that I need to maybe set appointments for in the future. It just really helps me take everything outta my mind and know that I've got it somewhere that's gonna remind me to do it when I need to.

It's a place that I can keep everything. And not forget it, because I will certainly forget it. Really either way, having a system to track the things that need to be done is vital. It's very important to our mental health because we can empty our brains, put stuff into a reminder on our calendar, a project management system.

And we know that it's safe there. We know we're not gonna forget it there. It's gonna be something that will remind us that things need to be done. When we can do that, we open up more space in our brains for the good stuff that creative juices. The feeling happy, really being present and mindful with our family and our friends, it just takes that responsibility off of our brains and it puts it in a place that is going to ensure that we succeed and when I can use a tool that's gonna help me succeed.

And clear out some brain space for me, that is a huge win. And so this is something that I wanted to share with you because I think brain dumping is a really great skill to have, but not just brain dumping, adding these other pieces of it, of capturing those things that are on our mind and then actually scheduling them.

So if you follow Marie Forio, she says, if it's not on the calendar, it's not gonna get done. I think she says a little differently, but it's true if it, if you don't plan. And you don't schedule it. It's not real. It's not gonna happen. You're gonna forget about it, or you're gonna wake up one day. With a frazzled brain, and we do not want any of that.

So today, take a moment to brain dump all the things that are stuck in your head, meditate to calm your mind, calm your body, and really open up that space in your mind and then start organizing it and put it into some system that's gonna help you remember all the things that you need to. I hope that you take at least one thing away from today's episode, especially during this busy holiday season.

When we have so much on our mind and PS, brain dump, those holiday tasks, traditions, all the things that you wanna do, this holiday, positive, negative, anything that needs to be done, brain dump them and then plan it out and you will have a much happier and clear headed holiday season.