



Write it down! As simple a task can be, we think that we can retain any and all information without writing anything down.

The key and this is important; by writing the thought, idea, task, appointment or anything else that come to you, clears your mind to think creatively.

An example: Before heading to the grocery store, walk into the kitchen and look around. Write down what you actually need. Now you have a unique opportunity to drive to the store with a clear uncluttered head, and ready to think creatively. Keep the notepad close to you at all times. You never know when a flash of brilliant will express itself.

Try this short exercise:

Print these pages and set a timer for five minutes and start writing everything down that comes to your mind for each word, you will be amazed. The challenge is to get these tasks out of your head and onto paper. Organize your tasks, put them into outlook, set reminders, but get them out of your head.

House	Car	Kitchen	Computer	Shoes
Windows	Light Bulb	Nails	Birthdays	Bills
Email	Flight	Oil change	Kids	School
Backpack	Shoe Lace	Vet	Gas	Building



Yard Work	Voicemails	Clients	Door	Movies
School Clothes	Milk	Air Pressure	Vacuum	Rug
Follow-up	Lock	Extend Lock	Sunday Paper	Database
College Fund	Dentist	Doctor	Haircut	Dry Cleaning
Sleep	Friends	Vacation	Winterize	Furnace