

## Point-to-Path Coaching Bi-weekly Ezine!

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**This week's topic: Personal Clutter** (Vol 6-111003)

Want to lose 5 pounds in about 2 hours? OK, now that I have your attention...You could lose 3-5 pounds by de-cluttering YOU! How much stuff do you carry around that you don't really need? That stuff not only creates physical weight, it creates mental clutter. Heavy stuff that you don't really need ON you or IN your mind. In less than 2 hours, you can lighten your load by cleaning out these items:

### 1. Day Timer/Organizer

Does it overflow with loose pieces of paper, Post-it notes, business cards? Do you need a rubber band to keep it closed? The Day Timer/Organizer is a vessel for things that help you organize and manage your time - it's not a salvage truck! Clean it out. Get a separate organizer for business cards. File your loose papers into files you can leave at home. Record addresses/phone numbers that you need IN the organizer. Clean it, close it, snap it!

### 2. Purse

Dump everything out onto the floor. Choose only 8 items to put back in there. Here's a guideline: wallet, cell phone, keys, 3 vanity items, pen, notepad. Try it! Give your shoulder a break and put your spine back in alignment!

### 3. Wallet

Is it full of credit cards that you don't really need? Receipts? Papers? Change? It needs to close like it was designed to and not bulge at the sides. Leave your credit cards at home, except one for emergencies. That's a good method to curb impulse spending, too. If you have cards that you only use periodically, like video rental, sandwich club, gift cards at department stores, then leave them in your car. Carry a little cash, a little change (it's heavy), driver's license, car insurance and health insurance cards and one credit card.

### 4. Briefcase/Soft Bag

Carry only what is applicable to your appointment(s) or your workday. Clean out old magazines that you're not reading. Smelly work out clothes? No, no. Get those out of there. A well-organized case speaks volumes.

### 5. Keys

Do you really need all those keys? Kroger card? Randall's card? Mickey Mouse head? Clips and beads? A key ring is just that, not a charm bracelet or discount card file. Please, trim it down to the necessities you need in just one week and every week.

See how "clear" you feel after just one week!