How To Declutter Your Inside World To Create Your Outside World With Carol Metz Murray

with Carol Metz Murray · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Carol Metz Murray raised four children on her own, worked full time and finished a master's degree in public administration, then burned out so badly she says she couldn't remember her name.

- [ ] Stop and take an inventory of who you are and the gifts you have.
- [ ] Ask yourself where your vulnerabilities are, where your courage is and where your heart is.
- [ ] Notice the patterns you use to cope, like overworking or constantly proving you're enough.
- [ ] Ask for help instead of trying to do it all yourself.
- [ ] Pick one story from your past you keep telling and ask whether it still serves you.
- [ ] Shut out outside chatter that tells you who you need to be.
- [ ] Find an accountability partner, set goals together and agree to meet daily or weekly.
- [ ] At each check-in, review progress, set new goals and talk through what got in the way.
- [ ] Celebrate a reached goal by getting out in nature or out with friends.
- [ ] Download Carol's free courage guide at carolmetzmurray.com/debunking-courage.

©2026 Add Space To Your Life · This checklist is for personal use; share the episode link rather than the file.