How to Remove the Barriers to your Bottom Line- 3 Easy Steps from Clutter to Cash Flow with Kitti Andrews

with Kitti Andrews · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Kitti Andrews, known as Your Thought Organizer, helps entrepreneurs declutter their space and their brain, mostly over Zoom, after an 18-year real estate cleaning business.

- [ ] Pick one small room to declutter first so you get a quick win.
- [ ] Work in one area of that room until it is done instead of moving around the room.
- [ ] Deal with one thing at a time and finish it properly so the clutter doesn't come back.
- [ ] When your head feels full, do one task you can finish in under a minute, like a short email.
- [ ] Sort mental to-dos into categories, such as email or who is waiting on you.
- [ ] Ask the person who depends on you most what they need from you today.
- [ ] Give each communication app one purpose and decide who is allowed on it.
- [ ] Clear and wipe your kitchen counter on Wednesday evening in 15 to 30 minutes.
- [ ] Replace "I should" with "I could", "I will" or "I am considering".
- [ ] Celebrate small wins, like a posted social update or a finished newsletter.

Listen, read the transcript and get the links: addspacetoyourlife.com/podcast/declutter-your-mind-kitti-andrews/
Feeling stuck in your business? Book a private 75-minute Business Logjam Session with Kathi
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