

Mindful Memo

Week 27– February 28th, 2022 RCMA Wimauma Community Academy

Simplify.

It's the time of year when everything begins to pile up and an empty spot on the calendar is a rare find. Now more than ever, is the need to choose simplicity. There are two basic rules:

- Identify and give energy to the things and people most important to you.
- Eliminate everything else.

This week, use mindful awareness to notice when life seems too complicated. Whether it's actual clutter, or the clutter of our minds or personal lives, make time this week to clear it out using these tips:

- Make a list of the top 4-5 most important things and let them be the foundation for all decisions.
- Evaluate the need to respond to every comment or situation. Will a response generate conflict or unnecessary stress? If so, just let it go.
- Learn to say no. This one is usually the most difficult for educators.
- Simplify our words and listen more than we speak.
- Single-task. The opposite of multi-task.
- Evaluate the inbox. Take a few moments to unsubscribe from email advertisements and "junk" mail that isn't adding value.
- Automate and establish routines. The more routines, the less surprises we'll face leaving more energy for what we value.
- Stay present. Consciously making an effort to stay present will help clear clutter and chaos in the mind.



Never
put off till tomorrow
what you can
let go of
today.