

2020 Reboot Mind Organizer



INSTRUCTIONS

Oftentimes, your brain is overflowing with problems. Problem after problem keeps coming, cluttering your mind. As a business owner, you live a big life, which means you have big problems. Staying healthy, being there for your family, maintaining friendships, making business decisions, and coaching your team, are just some things you think about daily. You need to be a problem solver, but it can be hard to know where to start. With everything racing around your brain at once, it's often difficult to determine solutions. You need to make sense of the issues to deal with them, and problem-solving takes a lot of energy. You don't want to deplete yourself by being burdened with a variety of unresolved issues occupying your mind.

List all of your issues

The Mind Organizer helps you classify your problems within seven sections. Time, Operations, Sales, People, Health/Spirit, and Money, which span the different corners of your work and personal life. Pour out ALL the problems you can think of onto the page. The segments are there to start to organize the problems for you. For example, your team lacks a system for onboarding. Write it down. Maybe you're not exercising as much as you need to. Write it down. As you are writing, talk it through with your coach. Verbalizing your issues helps you think them through and allows your coach to assist you in finding practical solutions.

Rank your issues in order of importance

Once all the problems are on paper, begin to rank them based on importance within each section in the right-hand column of each category. The largest or most pressing issues are ranked #1. Some issues will clearly take priority, while others are unsure of their importance to other problems. Talk with your coach as you go. Your coach can help you through determining the priority of each issue. Each ranking is custom to your needs. Don't worry about reordering your list on the page, reference the right-hand column to see ranking. The process of writing and discussing each of the issues helps you determine the importance of each one. By determining, categorizing, and ranking your problems, you can reclaim some of your headspace and begin to move towards practical and sustainable solutions.

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EXAMPLE

NAME Sally Myer

DATE 6-17-20

TIME



	RANK
<i>Not enough time between meetings to prepare</i>	3
<i>Taking too long on short projects - procrastinating</i>	5
<i>Response time to clients is off</i>	9
<i>Not enough time at home</i>	1
<i>Make time for activities at office to foster a more positive environment</i>	6
<i>Too much to do in not enough time - delegate</i>	2
<i>Not enough time to do non-client related tasks</i>	8
<i>Some clients are needing more time than estimated</i>	7
<i>Time tracking software isn't working - look into new time tracking systems</i>	4

OPERATIONS



	RANK
<i>No system for onboarding</i>	5
<i>No documentation for how we use task managers</i>	6
<i>Need to hire a social media manager</i>	8
<i>Karen retires (one year out) Train John to take over for her</i>	1
<i>Busy season - usually disorganized - need to come up with systems to prevent chaos</i>	7
<i>Set up score card to track weekly data</i>	4
<i>Cloud is not synced up to Amy's computer</i>	9
<i>Small tasks taking too much time - look into A.I. programs to do automatically</i>	2
<i>Website needs to be updated</i>	3

SALES



	RANK
<i>Down 8% compared to this time last year - why?</i>	1
<i>Need to link data from online ad traffic to sales data</i>	8
<i>Get tracking data to see who are repeat clients</i>	7
<i>Figure out why there was a spike in sales in March (try to replicate)</i>	3
<i>Come up with incentives to bring new clients in during slow season</i>	9
<i>Referral incentives</i>	2
<i>Find new software to track prospects</i>	4
<i>Find 2 new referral sources</i>	5
<i>Offer new service? Set up creative team meeting</i>	6

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EXAMPLE

PEOPLE



	RANK
Rarely eat dinner at home - need to eat 3x week at home	1
See what's going on with David - performance is lower than usual	5
Low staff engagement - set up weekly huddle	2
Meet in-person with more clients	7
Schedule a date night with spouse	3
Plan team lunches for the year	8
Schedule lunch with 2 referral sources	9
Set up team chat platform for workday	4
Interview two applicants for social media manager	6

HEALTH & SPIRIT



	RANK
Poor sleep schedule - create better sleep habits	2
Read one hour a week	8
Spend more quality time with extended family	1
Not exercising enough - exercise 3x per week	4
Schedule vacations for the year	6
Mind is cluttered - prioritize relaxing activities (rediscover hobbies)	5
Volunteer to host small group social	9
Schedule annual doctors appointments	3
Stop drinking soda	7

MONEY



	RANK
Review monthly expenses with spouse	8
Start setting aside funds for a new building	2
Too many unpaid invoices - follow up	1
Set up auto-pay for cleaning service	9
Set up monthly auto-debit for investment account	6
Interest rate on mortgage too high - refinance	3
Set up college savings plan	4
Pay off car	5
Schedule financial review	7

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NAME _____ DATE _____

TIME



RANK

	RANK

OPERATIONS



RANK

	RANK

SALES



RANK

	RANK

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PEOPLE



RANK

HEALTH & SPIRIT



RANK

MONEY



RANK
