



BUSINESS TOLERATIONS

What are you putting up with?

INSTRUCTIONS: We tend to get dragged down and overwhelmed by things that accumulate over time - and end up cluttering our minds - and our businesses.

You may not want to do anything about them right now, but just writing them out here will raise your awareness and you'll naturally start handling, fixing and resolving them. So, make a list of what you're putting up with at work (and at home if something bothers you while at work) and see what's cluttering your mind, and slowing you or your business down!

Examples: Incomplete tasks, frustrations, poor processes and procedures, unresolved issues or problems, other people's or your own behaviour, clutter, shoulds, unmet needs, crossed boundaries, poor morale, overdue bills or invoices, outdated design, guilt, exercise/eating/sleep habits, office cleanliness/tidiness, undone filing, indecision, procrastination etc..

Now is the time to identify what you're tolerating! Write as many items as you can, then over time as you think of more, simply add them to your list:

- | | |
|----------|----------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |
| 13. | 14. |
| 15. | 16. |
| 17. | 18. |
| 19. | 20. |
| 21. | 22. |
| 23. | 24. |
| 25. | 26. |
| 27. | 28. |
| 29. | 30. |
| 31. | 32. |
| 33. | 34. |

Finally, pick ONE toleration and an action to take right away (or in the next day or so):

Action _____	By When _____
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Why not put your completed chart somewhere obvious - so you can refer to it over time?