



## ***Moving Tips***

### **1. Stop Endless “Mind Chatter”. Stay Focused In The Moment.**

Under stress, your mind can become an endless recording of negative chatter. “I can’t do this.” “I should have done that.” “What if this doesn’t work?” “What if that happens?” In an effort to halt such an energy drain, try staying focused in the moment. Concentrate fully on the activity at hand. Act deliberately. Be aware of how things feel, smell, sound, taste. Eventually, the chatter will fade. Once this happens, your mind quiets down and you will discover more inner control.

### **2. Eliminate Distractions**

When you are absorbed in a task that absolutely must be completed, only a dire emergency should stand in your way. Don’t allow yourself to become sidetracked and pulled off balance. Turn off the television and the radio. Let your answering machine pick up your phone messages. Leave a note on the front door asking friends to return later at a specific time.

### **3. Establish Your Boundaries**

A boundary is an imaginary line. Draw it around your “personal space” in order to protect your values and beliefs from the unacceptable behaviour of others. Once this boundary is in place, you must be prepared to maintain it - particularly in times of stress. A wobbly boundary will only lead to resentment, confusion and frustration for all involved. A firm boundary acts as a guideline for others, letting them know what you will and what you will not tolerate.

### **4. Know Your Limitations When Setting Goals**

It is all very jolly to arbitrarily set goals to help you achieve your targets. However, having goals that are unrealistic and too difficult to achieve, will only create more stress ... along with feelings of guilt

(which you definitely don't need in your life). Know your limitations. Know when enough is enough. Be proud of small achievements and don't risk going into overwhelm.

## **5. Clearly Establish The Outcome**

When surrounded by a large number of tasks to perform, take one and start with the end result first. What is the outcome you wish to achieve? Once this is clearly established in your mind (and on paper!), you will have a much clearer route for arriving at that particular destination.

## **6. Have Contingency Plans**

Since you will be thinking about worst case scenarios anyway, take the time to actually write them down. Now, come up with two different contingency plans for each "horrific happening". Commit them to writing. Then put the paper away in a safe place. Your mind is once again free to concentrate on more positive matters.

## **7. Do What You Don't Want To Do ... First**

You might have to break it down into manageable portions, but get it out of the way right at the beginning. You will feel positively airborne when you have this behind you, rather than in your face!

## **8. Forget Trying To Multi-Task**

Some can. Most can't. Trying to do more than one thing at a time can spell frustration. You can't find where you put something. You're not sure whether you labeled something. You can't recall phoning someone.

Better to totally focus on one thing at a time. It doesn't seem as invigorating as packing 6 boxes while preparing lunch and speaking on the phone to the moving company ... however ....

## **9. Solve Problems, Immediately**

Problems happen. When they do, pounce on them. Do battle with them. They will never "just go away". Instead, problems mysteriously multiply. By the end of the week, instead of one, you now have seven hundred and fifty-five!! So, eliminate them as soon as they rear up.

## **10. Be Flexible**

Things don't always go exactly according to plan. Plan A goes missing.

Plan B actually becomes Plan D. Was there ever a Plan C? Allow for flexibility. Forcing things to work according to a pre-determined schedule is totally anti-productive and extremely exhausting.

## 11. When Things Become A Struggle – Halt!

When you find that you just can't stand whatever task you are performing ... STOP. Keep the blood pressure down by taking a guilt-free time out. Sit in the garden. Take a walk around the neighborhood. Or my particular favorite, climb into the car and just "hit the road" for 30 minutes. Allow time for your energy level to rise back up.

## 12. Honor Yourself

First things first. You are not a machine!! Make sure you schedule "down times" that are entirely selfish. Arrange to do something that **you** want to do. Get a massage. Visit the horse races. Walk in the woods. Curl up with a cup of hot chocolate and a murder mystery. It doesn't have to be extravagant or expensive ... unless a weekend in Paris is the only thing that will rejuvenate you!!!

## 13. Plan A Fun Activity With The Family

Remember that there are more important things in life than sifting, sorting, cleaning and packing. In order to fend off family squabbles and mood downers ... plan something fun that you can all do in the evenings. It is crucial to maintain this happy balance in your lives, right now. What you decide upon need not be anything complicated or time consuming. It might only take 10 minutes. Try being spontaneous. See who can be the first person to make the rest of you laugh! Or plan to try new take-out food. Or rent "the worst" video you can find. Or .....

## 14. Chat With A Friend

If you have friends who are non-judgmental, who love and respect you no matter what sort of a predicament you are currently in ... having them on the other end of the phone can be very soothing. There are times when you will need to hear that solid and balanced point-of-view from someone who hasn't packed all the shoes and cutlery by mistake.

## 15. Delegate!

Nobody can do everything by himself or herself. If you have a family, make sure they aren't sitting on the sidelines. Get them all involved, each with a clear set of instructions. However, it might also be time to enlist the help of a professional organizer, house cleaner or contractor. Anything you are doing that you are not excelling at ... should be on the "Delegation List". This will free up your precious time to concentrate on the top priority tasks and any emergencies.

## 16. Create a “Quiet Zone”

Designate one room where you can go to just “be quiet”. No phone, no doorbells, no computer, no television. Try locating a comfortable chair by a window in the spare bedroom. When the door is shut, it means that someone is in there and does not want to be disturbed. Just one regulation however, you must eventually come back out. No fair staying in there for 24 hours!! A strong possibility if you live alone!!!

## 17. Take A “Helicopter” Point Of View

When you find that stress is winning ... its time to change your perspective. Move a few steps away from where you are. Imagine you are looking down on the scene from above. How does it look? Can you see yourself fighting with the bubble paper and the carton that won't open? Does it seem less crazy from up here? What do you now feel is most important? What are you going to tell yourself when you “land”?

## 18. Drink Lots Of Water

Perhaps a strange tip ... However, without your 6-8 glasses of water a day, you will start to suffer the effects of dehydration. Dehydration will block your ability to stay alert. This is not what you want!

## 19. Keep To A Regular Pattern For Going To Bed

Your body has a rhythm. When gets it all jumbled up, it will retaliate by leaving your mind feeling equally jumbled up! However, by maintaining a regular pattern for going to bed, you should waken feeling restored, refreshed and ready for another day.

## 20. Maintain A Gratitude Journal

Stop groaning. Each night make a list of at least five things you are thankful for. Sometimes it can be a struggle. You might have a page that simply reflects that you are grateful for actually getting out of bed. You are grateful for locating the coffee in the kitchen and a mug to drink it out of! You are grateful for not having driven over the dog asleep in the driveway. And, of course, you are grateful that your foot has only suffered a bruise and not a sprain when the books fell. Just five things. Each evening. You can do it!! And it **will** start to create wonderful things in your life.