

# HEALTH & WELLBEING

## Mental Health

# CLEAR THE MIND CLUTTER FOR PRODUCTIVITY

### Is your cup too full? Has a resident moved into your head and just won't stop talking?

A cluttered mind is restless and unfocused. It tries to move in many different directions at once and the result is that very little gets done. Mental clutter can include worrying about the future; rehashing the past; keeping a mental to-do list; complaining; and so on. Fortunately, there are strategies and techniques you can use to create some space in your head so you can get more done and gain more clarity.

### Declutter your environment.

Physical clutter leads to mental clutter. Physical clutter bombards the mind and signals to the brain that there's always something else to be done, which is mentally exhausting. Try clearing your desk, your bench/table tops at home, clean out your wardrobe and see how you feel.

### Practice mindfulness.

Paying attention to what you are doing, feeling, thinking, seeing or experiencing in each moment will help you function in a state of awareness rather than letting your thoughts and emotions effect you. Try it in your everyday activities, see if you can be totally present.

### Take a break or a holiday.

Taking annual leave can improve your mood, extend your life, reduce your risk of heart disease and improve workplace productivity. So whether it's taking annual leave, a weekend away or even a lunch time walk, these breaks give your body and mind the chance to recover from the demands of the workplace and recharge your batteries.

### Learn to meditate.

Meditation is a precise technique to slow down and still the thinking mind. It is a way of training the mind so you are not distracted and caught in the clutter of the mind. There are many techniques, find one that suits you.

### Limit the amount of information coming in.

The internet, emails, social media, text messages, phone calls, conversations, advertisements, work... and on and on it goes. This is clogging up our brains. Try setting a time limit on social media and the internet, unsubscribe from any blogs, emails, subscriptions that are not contributing to your quality of life or wellbeing, decide what information is relevant to you and disregard the rest.



### Breathe to still the mind.

Conscious breathing stimulates the cerebral cortex and the more evolved areas of the brain. Activating these areas has a relaxing and balancing effect on your emotional state and stills the mind. Checking in with your breathing throughout the day will connect you with the present moment.

### Plan & prioritise.

Nothing creates as much brain clutter as an endless to-do list. Accept that you can't do it all and choose to focus on the things which are most important. Make a short list of priorities and make sure that the bulk of your brain space is devoted to the things on that list.

### Process your thoughts.

Understand your thoughts and emotions. If you start to notice your thinking patterns you have the power to change them or not allow them to limit you.



You have the power to change your thoughts.

Accept that you can't do it all, and choose to focus on the things which are most important.

### Write it down

Get it out of your head! Choose an online tool, an App or a note pad to store all that information that you need to remember. This can include appointments, reminders, phone numbers, birthdays, ideas and so on.