

01

Create, Organize & Let it Go!

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FLEX DAY

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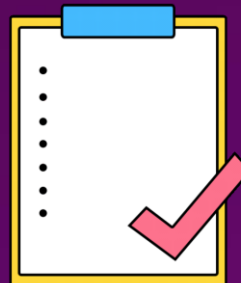
Mind Clearing Activity



MIND CLEARNING ACTIVITY

TAKE A BLANK PIECE OF PAPER

- Make a list of current worries & thoughts.



WHEN YOU ARE DONE.....

- Ball it up/tear it up -
GET RID OF IT!

LET'S GET STARTED

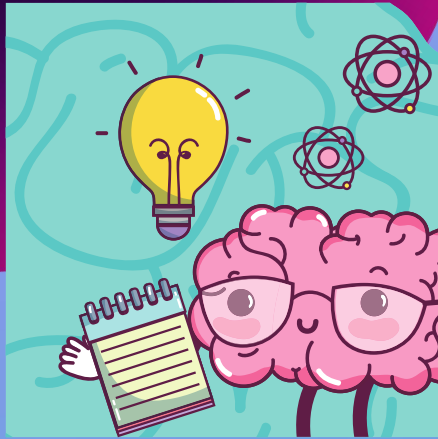


WHY ARE YOU HERE?



- You're probably here because you have a lot on your mind, and you need help sorting it out.
- You might be stressed, anxious, depressed, or overwhelmed with what's going on in you life.
- You're a creative individual who love's learning new ideas to enhance your creativity.

WHAT CAN YOU DO?



DOING A BRAIN
DUMP CAN HELP
YOU WITH ALL OF
THAT!



WHAT EXACTLY IS
A BRAIN DUMP
AND HOW DO
YOU DO ONE?

WHAT IS IT?



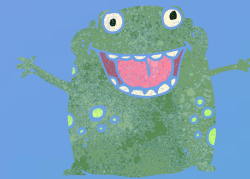
An exercise to help get your thoughts & feelings out so that you can make sense of them.

Something weighing you down?

A brain dump can be an effective way to organize them & let it go!

WHY & HOW IT WORKS

Writing down all of your thoughts & feelings may seem a bit silly at first



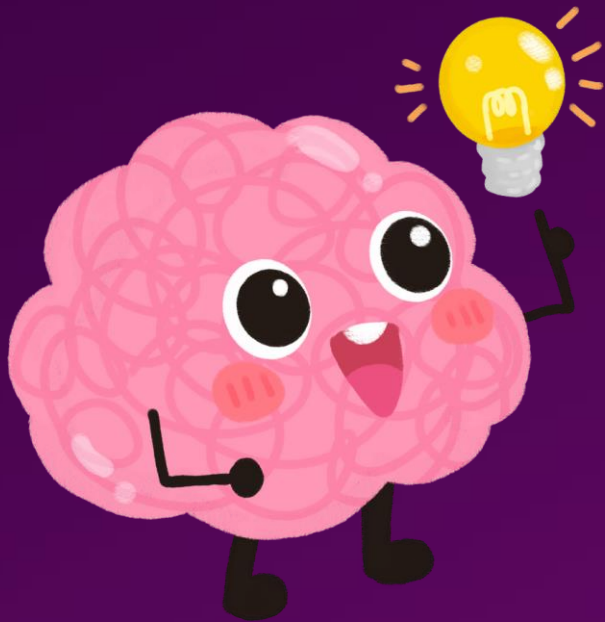
You may even think



What is writing down my thoughts going to do?



LET'S ANSWER THAT



A group of researcher found that "offloading your worries into free-form writing frees up mental resources so that you are able to complete tasks more easily."

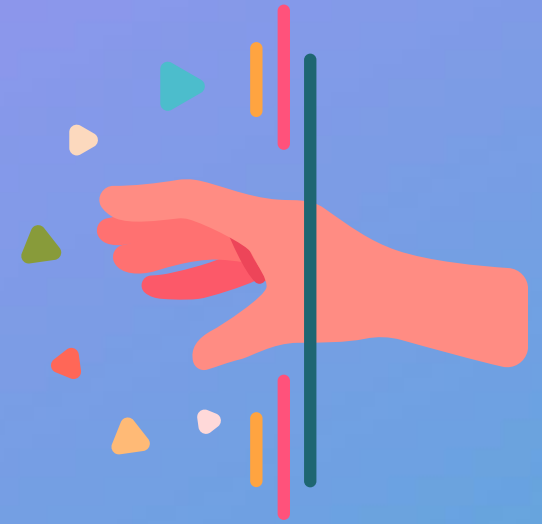
It literally changes the way that your brain works!

Fascinating right?!

BUT WHAT DOES IT MEAN IN LAYMAN'S TERMS?

A brain dump works because it makes your thought & feelings real.

When something feels real and tangible, it allows you to find solutions and connections that you might not have seen before.



Writing down your thoughts (especially your worries) assist in becoming:

- More focused
- Less worried
- More productive



WHEN SHOULD YOU DO A BRAIN DUMP?

Anytime, whenever you are feeling stressed, overwhelmed or just need to get something out into the universe.

When?

THERE MAY BE TIMES WHERE A BRAIN DUMP IS, ESPECIALLY BENEFICIAL. FOR EXAMPLE:

- When you're trying to make a big decision
- When you have competing thoughts
- At night when you have a lot on your mind
- In the morning - help structure & organize your day
- On a weekly basis - clear out last week & organize your thoughts for the week ahead



HOW TO DO A BRAIN DUMP

Two different styles to do a brain dump:

- Stream of consciousness - List style
- Mind mapping - organized by category



STREAM OF CONSCIOUSNESS LIST-STYLE

In a stream of consciousness style, you write whatever comes to mind.

Your start by creating a list of everything that's on your mind.

- I really need to think about what to cook for dinner.
- I can't believe my boss blamed me for a mistake.
- My kid is sick and I have no sick time left, what do I do?
- My co-worker is really annoying.
- I totally forgot to pay the electric bill.



MIND MAPPING - CATEGORY STYLE

- This type of brain dump is more organized.
- Instead of writing down your thoughts as they come to you, you categorize your thoughts based on their relationships with each other



MIND MAPPING CAN GET SUPER INTRICATE.

Think of it as a tree with branches, twigs, and leaves all coming out at different points.

Some categories to try are:

- Family
- Procrastinations
- Incomplete goals
- Household tasks
- Money/Finances
- Relationships
- Unresolved feelings (anger, sorrow, etc...)



ORGANIZING YOUR BRAIN DUMP

Do you have to organize your brain dump?

Different ways to get organized:

- Rewrite your thoughts in an organized manner
- Color coding

Experiment to see what works for you!



ORGANIZING YOUR BRAIN DUMP WITH LISTS



Rewriting your brain dump into organized list helps you visualize areas of your life and how to find solutions.

TYPES OF LISTS

- To-do lists
 - Based on urgency: RIGHT NOW, SOON, or LATER
- Things to plan
 - Bigger tasks and goals that you'll want to break down into smaller chunks before tackling them
- Things to delegate
 - Things you can ask someone else to do
- Things to eliminate
 - Is there anything that you're ready to release?



COLOR-CODING

If you are a visual person, color-coding may be helpful.
Color- coding suggestions:

- Green = MONEY
- Red = ROMANTIC RELATIONSHIPS
- Yellow = PROFESSIONAL or EDUCATIONAL
- Purple = CREATIVE IDEAS
- Gold = GOAL SETTING

You can use markers, pens, highlighters and event stickers for color-coding!

WHY SHOULD I START DOING THIS?!

The truth is, if we want to avoid burnout, we each have to find time to step back; cultivate our curiosities, interests, and passions; and remember who we are apart from our jobs and our family roles. No matter what is affecting your life, creative self-expression like these examples are essential to your physical and mental well-being. In fact, it has been found to be a form of “transformative coping” that allows individuals to deal with transitions and stressful events.

**SELF-CARE IS
EMPOWERMENT**

BRAIN DUMP TIPS

So now that you understand what a brain dump is, when to do it, and how to do it.

Here are some tips for brain dumping:

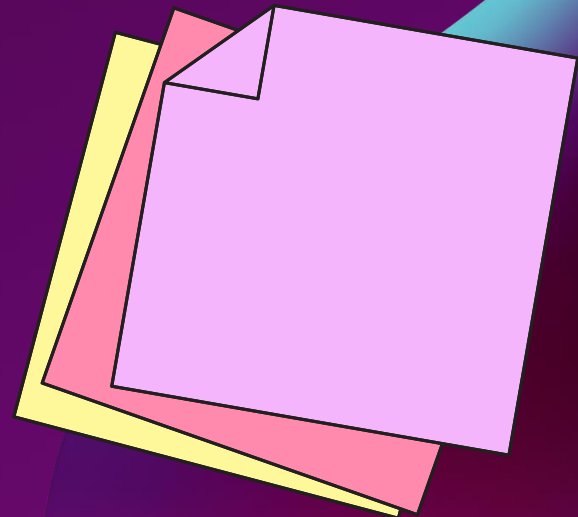
- Set a routine
- Set a reminder -
 - try to do a brain dump at least once a week
- Set a time limit
 - so you don't get lost in your thoughts.

REMHINDER

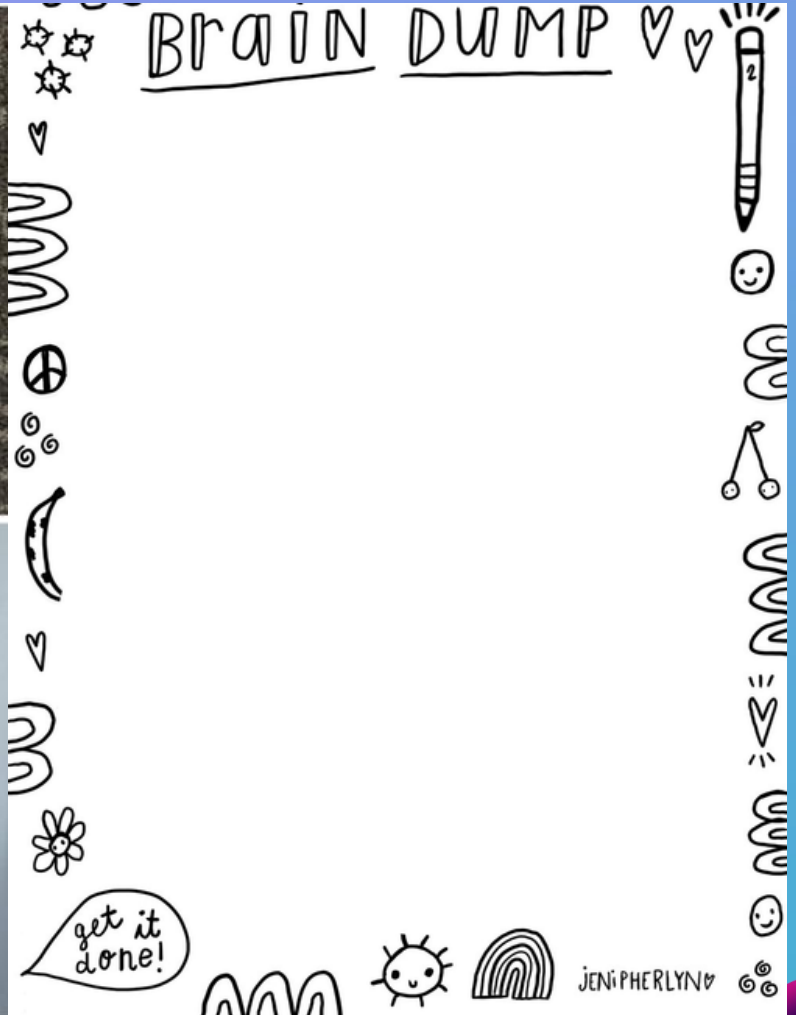


BRAIN DUMP TIPS

- Walk away from your brain dump
 - Instead of feeling like you have to do it all at once, know that you can always come back later
- Use sticky notes
 - Instead of having to reorganize or rewrite your thoughts, you simply move to a sticky note



SAMPLE LAYOUTS



ONLINE TEMPLATES

- You can find a variety of online templates to help you get started:
 - [Lemons & Lattes](#)
 - [The Savvy Sparrow](#)
 - [Teachers Pay Teachers](#)
 - [Healthy Happy Impactful](#)
- Subscription Boxes
 - [Journal Junk Box](#)

TEMPLATES



QUESTIONS?



Thank You
SO much!



Workshop Evaluation