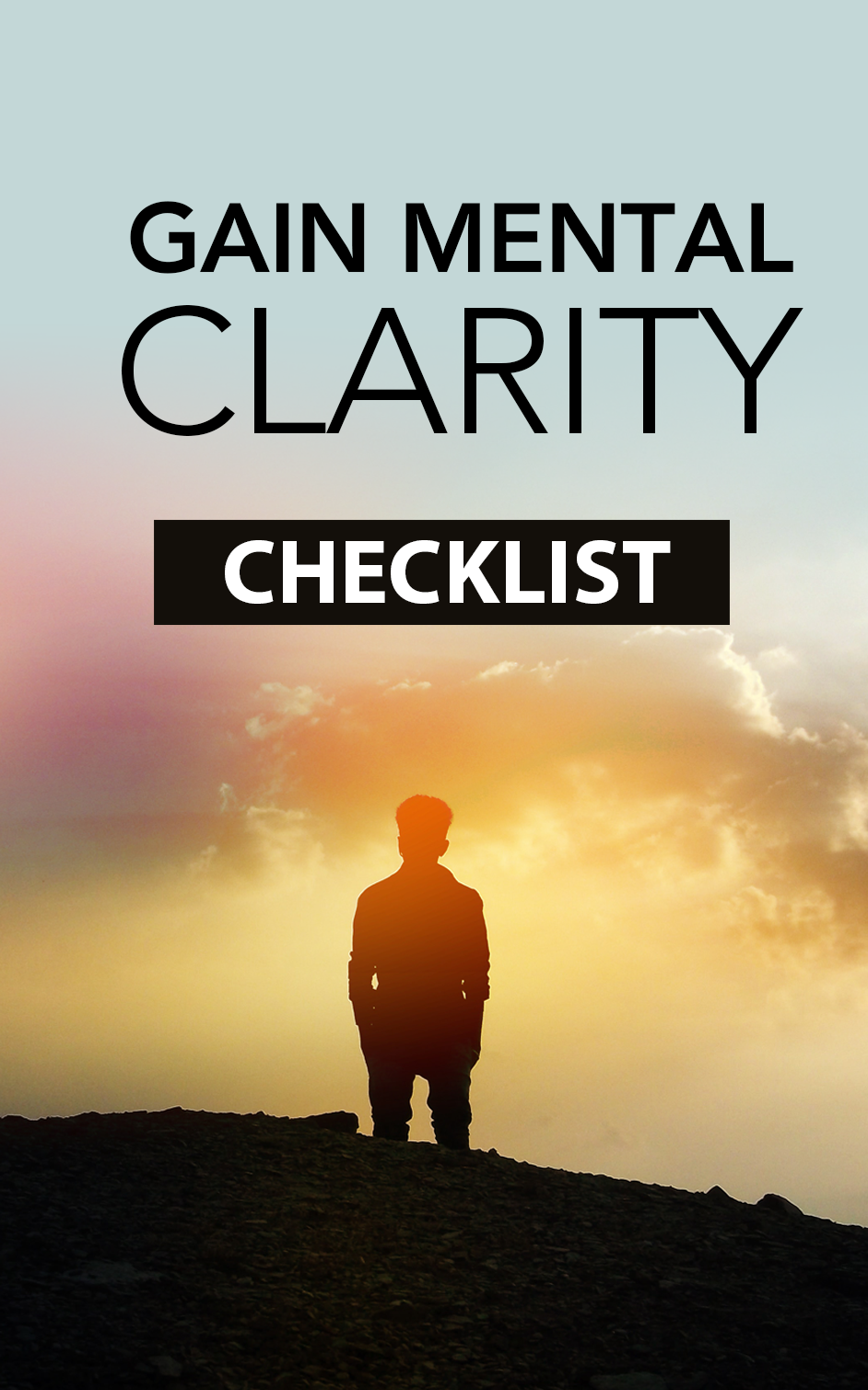
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# The Different Kinds of Mental Clutter and What Can Trigger It

* Five Kinds of mental clutter
  + Negative self-talk
    - Creates a significant amount of mental clutter
  + Worrying
    - Chronic worrying can become addictive
  + Fear
    - Dread regarding a unknown situation
  + Guilt or shame
    - Unhappy about a decision we’ve made in the past
    - Can cause you to become angry and resentful
  + Regret
    - Bad decisions we’ve made previously
* Various things can trigger mental clutter
  + The news
    - Causes unnecessary guilt, worry, and stress
  + Money
    - Causes fear, worry, and even regret
  + The past
    - Everyone has made mistakes they regret
  + Your current habits

# Letting Go of the Past

* Recognize why it’s important to let go of the past
  + Releases you of a burden
  + Releases you of resentment
  + Brings you more understanding
  + Requires you to forgive yourself
* You have to stop playing the victim
  + Playing the victim is a sign of weakness
  + Allows others to have control over you
* Exercise your mind with positive affirmations
  + Improve your self-esteem
  + Improve your self-confidence
  + Should repeat positive affirmations daily
* Say what you feel
  + Bottle up your thoughts will lead to anger
* Look to the past for positivity
  + Must reorient your relationship with the past

# The Power of Positive Thinking

* The brain and optimistic thoughts
  + Stimulates the growth of neural connections
  + Development of these connections slows as we age
  + Positive thinking allows you mind to function more efficiently
  + Can process thoughts more quickly
  + Are more alert
* You are what you think
  + Your thoughts lead to action or inaction
  + Can see your world as a better place
  + Negative thoughts will limit what you can produce and will stop you from growing
* How to become more positive
  + Things you can learn yourself
  + Allows you to see both the good and bad in a situation
  + Difference between being blindly optimistic and being realistic
  + Many things you can do to become more positive
    - Volunteer your time
    - Write down what you’re grateful for
    - Be kinder

# How to Improve your Focus

* Why focus is important
  + Set goals based on your preferences
  + Make more certain choices based on your goals
  + Figure out the path that will lead you to success
  + Find greater motivation to achieve your larger goals
* What causes you to lose focus
  + Eating too much sugar
  + Not eating enough good fats
  + Dehydration
  + Low levels of essential minerals

# Ways to Clear the Mind Clutter

* Practice mindful breathing techniques
* Working out regularly
  + Increases self-esteem
  + Eases the symptoms of depression and anxiety
  + Improves sleep
  + Provides you with a sense of control
  + Enhances mood
  + Increases optimism
* Start writing more down
  + Keep a daily to-do list
    - Steps you need to take to accomplish goals
  + Write down your worries
  + Details about a relationship that might be straining your mental energy
* Read a book
* Keep a list
* Say no to interruptions
* Quit procrastinating