



Five Simple Steps to Reduce Stress and Get Things Done

We all have professional and personal goals that we're trying to achieve. It may be mastering a new role at work, attracting ideal clients, losing 20 pounds, spending more time with family or becoming debt free. When we truly commit to our goals and crave them with our heart and soul, stress and fear dissipate, and we become more positive, proactive and productive. Commit to follow these five CRAVE steps to attract what you desire and deserve.

1) Clean Out the Clutter.

Clutter distracts and confuses us and drains our energy. It often keeps us from doing what's most important and gets in the way of our goals. There's a universal law that states: *The universe abhors a vacuum*. So, when we clear away the physical clutter (like a messy office), as well as the technical clutter (enewsletters we don't read and an over-reliance on our cell phone) and emotional clutter (the regrets, resentments, toxic people and unnecessary obligations), we make room for what serves our highest good. Commit to begin cleaning out the clutter today.

2) Raise Your Energy.

Energy management is just as important as time management when it comes to achieving goals. We are all energy beings and we all vibrate at different levels at different times. Vibrations is just another word for feelings and emotions—our attitude. When we are taking good care of ourselves and feel appreciated, we vibrate at a high, positive, constructive level and we will attract people and circumstances that vibrate at that same healthy, successful level. Conversely, when we are consumed by fear and worry, when we are stressed out, burned out and don't feel appreciated, we will vibrate at a low, negative, destructive level and we will attract people and circumstances that vibrate at that same level.

To increase and maintain a high vibration, commit to love and nurture yourself. Eat healthy, exercise, get enough sleep, enjoy a hobby, play, sing, laugh, forgive, limit your time watching TV news, seek out positive people, practice random and not-so-random acts of kindness, give thanks, spend time in nature and smile more often. Commit to make your own list and schedule these activities into your day until they become habits. Form a "High Vibration" club with your coworkers and friends so you can have fun supporting each other.

3) Affirm Success.

Studies show we speak to ourselves about 10,000 times a day and 80 percent of that is negative. That's because we're human and we're programmed to protect ourselves against worst-case scenarios. Affirmations are powerful statements to remind us what we know to be true, despite what others may say or when our own ego plants that seed of doubt.

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Affirmations help us communicate with our subconscious mind, which believes everything we tell it and seeks out opportunities and resources to prove that it's true. The most effective affirmations are short, positive and in the present. Here are a few examples. If you want to be chosen for a supervisory position, your affirmation should include the qualities you possess that would serve you in that role. You might affirm: "I am a dynamic, empowering leader." If you tend to wake up each morning wondering how you'll ever get through your burgeoning to-do list, you might affirm: "I have more than enough time and energy to get the important things done today." If you are struggling with direction and finding the right resources to get the job done, you might affirm: "I am open to receive guidance and support."

Commit to write down your affirmations and post them prominently—on your bathroom mirror, on the dashboard of your car and at your desk. Say them out loud throughout the day and, when appropriate, share them with others.

4) Visualize.

Every top athlete has harnessed the power of visualization. The runner sees herself breaking through the tape at the end of the race and the golfer sees the hole in one. What can you visualize about your goals? Perhaps it's making a great impression that motivates your prospective client or employer to hire you. Or, you might visualize working in a clean, organized office.

It takes more than just seeing to get the results. Visualization is a three-step, repetitive process. To give it the power you need to succeed, engage all your senses. What do you hear, smell, feel and taste? And, infuse it with the positive emotions you would feel if this was a reality—like happiness, pride and maybe even relief. Consider creating a Vision Board to facilitate the process. Commit to seeing your goals as "real" and they soon will be.

5) Express Thanks.

What you focus on expands. What you appreciate appreciates. These are universal laws. That's why it's so important to cultivate an attitude of gratitude. Commit to write in a gratitude journal a few nights a week, listing all the things you're thankful for that day—my health, my family, doing what I love—and adding at least one unique entry each time—I had a great workout this morning or I completed that major project ahead of schedule. That increases your awareness of what's going right. Take the time to express your sincere appreciation to others with a phone call or a hand-written note. As it relates to your professional and personal goals, give thanks in anticipation of your accomplishments.

By committing to CRAVE your goals, you will enhance your journey and accelerate your success.

Tricia Molloy is an expert on developing a positive mindset so employees can reduce stress, achieve goals and enjoy more work-life balance. She is a corporate leadership speaker, coach and the author of *Working with Wisdom*. Visit www.triciamolloy.com.