



## It's the quality of the thinking that determines your results: 5 ways to clear your mental cache!

If you are reading this PDF then you have probably just read our blog that compares you to a smart phone. If not, you can find the article on our website.

1. *Clear the cache* by doing a “brain dump”. Sometimes the best way to ‘make space’ is to literally dump it down onto paper. This has two main benefits; it gets it out of your head into a format that you can examine it and see what fits and what no longer fits this brings clarity. It also allows for space in your mental closet allowing room for fresh ideas to come in. Consider keeping a note pad by the bed and clear the thoughts of the day by getting them out of your head. Further, if you wake up with thoughts in your head write them down and clear the cache.
2. *Stay in the present*. This is easier said than done. Human beings are aware of both the present and the future, which means we are uniquely placed to time travel. This means that instead of putting our undivided attention into the now it is in fact divided as we move back and forth. It is your thoughts that wander. The trick is to notice they are just thoughts and to deliberately bring yourself back to the present moment. This will continue to happen even when you become aware of this. Just continue to notice it and bring yourself back to the now.
3. *Practice mindfulness in the moment*. When you find yourself drifting away or when you find it a challenge to focus bring your attention to your body and your five senses. A great way to do this is to ask yourself a series of questions. What do you notice about your environment? What is the farthest away sound that you notice? What does the sun feel like on your skin? If you are inside how does your clothing feel against your skin? Take several deep breathes and notice how that feels.
4. *Turn your focus outwards*. Many studies have shown that turning your focus outwards can be helpful in staying present. Too much focusing on your thoughts can lead to anxiety and over thinking. Find someone to connect to and see how they are going.
5. *Remind yourself to stay in the present*. All of the preceding steps will be for nought if you do not do them. If you are like the majority of us you probably lead a busy life and a little nudge in the right direction won't go astray. Fortunately there are many ways to do this, from scheduling reminders in your smart phone or computer to making it a screen saver on your desk or laptop, to sticky notes on the fridge or mirror. Whichever system you use is fine just take action on it now.

