



## Reclaim Your Energy; the Project Inventory Process

1. In the left column, list all the 'open projects', commitments, pending decisions. Everything you are carrying in your mental or emotional backpack. Everything are currently working on, including your job, your partnership, your personal and professional projects.
2. In the second column, record the impact/the benefit for you in your 'current' life today.
3. In the third column, record all the people involved, including yourself.
4. Focus on your IAP or heart chakra and place your finger on each project/commitment and ask "will completion of this project bring me closer to greater ease, joy, harmony or fulfillment in my current 'today' life?"
5. Record your answer in column 4, a YES, a NO or RECONSIDER (transfer RECONSIDER on another paper and review in one month).
6. Where there are 'NO's' record the project description on a blank piece of paper with the name of the person it will impact next to it.
7. Then, focus on your (IAP) or heart and ask "how do I best inform this person that this project is no longer appropriate and by when?"
8. For 'YES's', focus on your IAP/heart chakra and prioritize the 'YES' projects, take one action today on highest priority one before sleep.

Project	Outcome/Benefit Upon Completion	People Involved	Y/N
