The Definitive Leak Inventory & Repair Process

Optimize Your Energy



By Debra Smouse for 30 Days to Clarity

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Gratitudes

"If the only prayer you ever say in your entire life is thank you, it will be enough." - -Meister Eckhart

I would not be where I am today, creating this book, without love and guidance of some amazing people in my life. I send love and thanks to...

John aka JB. My partner, significant other, man of my dreams, soul mate, play mate, love of my life and so much more. He is my anchor as we journey through life together. I am forever changed and ever grateful for his loving presence.

My dear friend and editor: <u>Melissa Bartell</u>. Any grammatical errors you might find are totally mine and not hers. I could do it without her, but she makes what's good utterly fabulous.

My friend and wise sage <u>Theresa Reed (aka The Tarot Lady)</u>. She helps set me straight and reminds me that I create magic. I think she is magic.

My clients, who shall remain nameless in print but not in my mind. They touch my soul and my heart with their courage, vulnerability and willingness to do the work it takes to create a nourishing life.

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Disclaimer

This version of **Optimize Your Energy: The Definitive Leak Inventory & Repair Process** was revised on May 09, 2015. This version was downloaded via the author's website: http://30daystoclarity.com as a complimentary gift for subscribing to the author's 30 Days to Clarity monthly mailing list.

Future versions – as well as versions sold via Amazon may be slightly different.

How to Use This Book & Technical Notes

This workbook is intended to help you create an inventory of the energetic leaks in your home (aka undone tasks) as well as create a plan to repair the leaks so that you can focus on what's important (like living a beautiful life).

The work can certainly be done in a matter of a few hours if that's the way you choose. Work through this in one day if that feels right. If that feels at all pushed, be gentle with yourself and work through this book over a period of several days or several weeks. **Find your own beautiful rhythm that fits your life in this space and time.**

If you share space with others: a spouse, a partner, older children, etc – you may desire to do this first on your own and then tackle shared spaces together to create a family plan.

If you are a tactile person like me, you may wish to print this out, place it in a small 3-ring binder, and take a pen to it. Doodle on the pages. You may choose to print multiple copies – or you may choose to simply print multiple copies of pages 16 to 18 for your discovery and multiple copies of page 21 for your Repair Inventory.

If you wish to do this electronically, this book was created with Adobe Acrobat and you should be able to fill in the blanks and "Save As" to preserve your answers.

Note: There are some challenges in this process if you are using a MAC based computer. No challenges have occurred with PCs or iPads.

It's yours to play with and dream with. To assist you as you in becoming an amazing custodian to your energy. To encourage you to live.

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About the Author



Darling, it's time to <u>become besotted</u> with yourself and your amazing life? Aren't you ready to lay down the shackles of perfection and become enchanted with yourself?

I'm Debra Smouse, an Intuitive Life Coach and Writer. I'm a self-admitted Tarnished Southern Belle. I believe that in order to live life the way you were meant to, **you must fall in love with the day-to-day activity of living.**

I can help you de-tangle the drama in your life, push away the need for perfection, <u>use clutter busting as a path to clarity</u>, and used with the Art of Living.

show you how to become besotted with the Art of Living.

I am eager to **help** <u>illuminate your path</u> to creating the kind of daily life you've always dreamed about. Isn't it time you release the shiniest (<u>and sexiest</u>) version of yourself and become the person you were born to be?

In a world where we communicate so often with the written word, it is important for us to be heard. Sometimes, that involves the loving act of holding space. Sometimes that involves a little push (or a pull) as you discover what you really want in life: what you value, what's important to you, what sets your soul on fire!

And since no one likes living in limbo, **I'm here to lend a helping hand as you traverse between limbo and the life of your dreams.** Better yet, I'll hand you tools to create a beginning here to getting there plan

To see what my clients think about working with me, read these <u>notes of Love & Affection</u>. To find out more about me, <u>check out my full bio</u>.

Get in Touch - Connect - Get Social

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Introduction:

"Nothing is so fatiguing as the eternal hanging on of an uncompleted task." – William James

We have a few automatic timers in our house that turn lamps on to illuminate the early mornings and spaces where dusk turns suddenly dark. I've come to rely upon them, not only to light spaces, but to indicate the time since I rarely wear a watch when I'm home.

Of course, one of the light bulbs went out.

Though I'd love to tell you how **on top of things I always am** and that I immediately put a fresh bulb in that lamp, the truth is: I didn't. Even worse? It was the lamp at the **foot of the stairs!** So, every morning when I'd walk downstairs to my office, it was too dark to see without fumbling for a light switch.

And, of course, every time I found myself fumbling around, I promised myself that the next time I went upstairs, I'd get a new light bulb for it.

I hate to admit it, but this went on for weeks.

On the first day of my sabbatical, I made a list of all **of those little undone tasks and on the top of that list was NEW DOWNSTAIRS LIGHT BULB.** I put in a new bulb, and don't you know, the darn thing didn't work. I tried the lamp in other outlets – no luck.

So, now I have a lamp that has stopped working, and I'm worried about the fire hazard caused by a burned-out lamp being repeatedly turned on and off by an automatic timer. *(Thankfully, JB repaired the lamp by some magic)*

This is what happens when we put off those seemingly little things.

Small issues in our homes and our cars morph into larger issues that are more costly to remedy. And it's not just our environments, when we put off small things with our relationships and our bodies, it can also lead to just more complications in the future.

Beyond the mere fact of small things turning into really big problems, **all of those undone tasks niggle at your brain and drain your attention.**

Just like that light bulb.

Every time I went downstairs to my office to work, **I thought about that light bulb.** And on an average day, I'm in and out of my office at least three times. So, instead of heading into the

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office fully focused, my brain's thoughts about the silly light bulb hijacked my attention at least fifteen times a week.

Though it may seem as if these things take only **teeny-tiny infinitesimal amount of space**, they pull <u>our energy away from what matters</u> and what's ahead.

I've said it time and time again, but it doesn't change the fact that **everything in our lives** either adds to our energy stores or drains them.

Our brains are at their most **optimum** when we allow them to **use energy to focus on what we desire to create.** Sure, we can all remember lots of facts, names, birthdays, and such, but we help our brain function in an optimum way by writing stuff down.

After this little light bulb incident, I realized it was time for me to stop draining my own brain and do a full-blow "Leak & Repair Inventory," beginning with a walk-through of the house.

So, what's a Leak & Repair Inventory? It's a walk-through of your home – inside and out – to seek out all your Energy Leaks along with creating a prioritized plan of repairing them.

You need sacred space to live a life that feels nourishing. That means that your home should serve you as a sanctuary that adds to your energy stores, not drain them.

I've been using the Leak & Repair Inventory process **for seven years now** and find that doing it twice a year allows me to plug the leaks before they get too severe.

Begin by walking through your home with paper in hand (I provide a guide to doing your inventory in parts XX.

As you go into each room ask yourself:

- What purpose does this room serve for me and my family?
- How do I want to feel in this room?

Now, look at your room from that perspective: feel and purpose.

- Does everything in this room have a place?
- In order to fit these two criteria, what should I discard?
- Are their **repairs needed?**
- Am I happy with the overall look of the room (furniture, colors, paint, etc)?
- Does it need **sprucing up?**
- Are there elements I would love to **add**?

When I first began doing this, I have to admit I felt **deeply ashamed of the shape some of the areas of my home** were in, but when I began the process of addressing the leaks, it allowed me to create the kind of environment I had really longed for.

Please don't see this as a way to get lost in the shame if you're like I was a decade ago.

Oh, and this isn't about **draining your budget** nor is it designed to **exhaust you** with more to do. It's simply designed to help you **get a handle on what drains your environment is taking on your mind and your energy.**

Once you've done a walk-through of your home *(inside and out)* you'll wind up with a **full accounting** of what you're ready to **ditch**, what areas need **adjusting**, and what other changes would **make you feel loved and supported**. With a plan, you can get logical about addressing your leaks as well as budgeting your time, money and energy to what's most important.

Want to hear about a bonus I discovered through the Leak & Repair process? When I get tempted to turn to food out of boredom, I go to my list to see what leaks I can repair instead. That's certainly a better use of my time and energy!

Cleaning up undone tasks in your home actually allows your brain to focus on what's important.

No more trying to **keep up with a mental to do list** because you have a **written accounting of** the tasks that have priority. Best of all, cleaning up the undone things in your environment will dramatically increase your personal energy – energy that is better spent towards creating and living.

By choosing to **identify all the energy leaks in your environment**, you are also choosing **how you want to feel**.

It will allow you to move forward and focus on what matters.

When you begin to take care of some of these seemingly minor issues in your environment, you'll be amazed at the renewed vitality you have in your life.

See, it's really true that how you do anything is how you do everything. So, when you begin to **take care of the everyday things that drain yo**u, then you'll begin to spot the things that zap your energy in your emotional and spiritual environment as well.

The only thing you have to lose is all of those uncompleted projects weighing on your mind.

Part One: How Energy Works

Understanding How Energy Works And How Clutter Drains You

"Clutter is stuck energy. The word "clutter" derives from the Middle English word "clotter," which means to coagulate – and that's about as stuck as you can get. "---Karen Kingston

THIS is one of my favorite activities! Why? Because this gets great results! Results that you will LOVE! Now, I want you to read this whole lesson slowly and deliberately. There's a lot of stuff here...

The Ins-and-Outs of Energy: How Does it Work?

Every day you are interacting with **everything and everyone** in your life. Actually, it's your energy that's interacting with everything and everyone. You might not recognize it in the moment - but your energy is often either uplifted or drained by various things throughout your day. Maybe you're excited about a project you're involved with and you feel vibrantly alive when you're done. Or maybe you can't stand your job, and you feel drained and confused each day when you drive home.

Here's a great way to look at it ...

Best-selling author and medical intuitive Caroline Myss says to imagine that you wake up each morning with **100 units of energy**. You need those energy units for focus, for creating your intention, for attention to your vision, for challenges that arise, and for staying healthy. Dr. Myss talks about it mostly in terms of your health. She says that every time you recall something from your past - i.e., how your friend betrayed you, or how much you despise the college professor who criticized your writing, or your ex-husband who's happy with another woman - that those units of energy go out to these past events. They are literally stolen from your body.

Similarly, when you obsess about the future, or your finances, or if your business will fail, those units of energy go out to the imagined future events. This drains you - and you no longer have that clarity of **present moment awareness and creativity**. Myss says that these kinds of emotional patterns actually cause disease.

Other Energy Leaks

We can all relate to the examples of emotional energy leaks above. But there are other kinds of energy leaks. You might not even notice them, or think they're very important.

But, let's ponder this, okay?

Let's start your day again with those 100 units of energy.

As you're getting dressed, you notice (for the hundredth time) the pile of clothes on your closet floor that need to be altered. (There goes a unit or two of your energy.)

Then you rush out to your car and as you start the engine, you remember again that the oil

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change is 2000 miles overdue. (Damn! That's another unit of your energy.)

In the back of your car, there are books overdue for return to the library. (More units.)

Then you go to work, and you face all the piles of unfiled items on your desk. (There's another unit.)

Do you see? Those hundred units get drained with each **undone**, **incomplete**, **overdue item** in your life.

So, let's say you try to "fix the form." (i.e. You want to stop feeling drained. You want to be more productive.) You rush out to Starbucks for a Venti Mocha. This may launch you into a few hours of energy, thanks to the sugar and caffeine. But really, you're getting more and more drained. And less and less productive.

Now, of course, the example above is extreme. Maybe you'll identify with it. Maybe you won't.

But certainly, you understand.

You might be able to think of your own personal examples. And, here's where your assignment comes in.

This guide will only walk you through your physical environment, but that's the first place to start. You may find you can add this process to other areas of your life as well.

Your Definitive Guide to Leak Inventory & Repair Process

This week, you are going to notice and document what drains you. I've attached The Essential Leak Discovery & Repair Process worksheet and you're going to create what I call your Essential Leak Repair List.

You may wish to print multiple copies of pages 16 to 18 as well as page 21.

At some point in the following days, follow the instructions on this worksheet. Then, slowly and compassionately, begin the repair process. One by one.

A Note about Perfection

As with *everything* we've ever talked about or have worked on, this exercise is not about reaching a place of perfection.

You'll always be working in a balance of incompletes and tolerances in your life - especially if you're in the midst of a big project or issue. That's okay. This exercise is designed to enlighten you so that you are aware in every moment if something is draining you. When you become aware of your own body and spirit in this way, you fix the leaks faster so that they don't drain you.

And a Note About Shared Space

Every individual person in a family group has a unique organizational style. I don't believe my oldest daughter saw any value in clean, uncluttered spaces until she was paying her own rent. Then again, when I think about it, while her room may have been a Hazard Area, she really loved coming home to a clean living room and kitchen.

I first began doing this process when I was a newly divorced, single mom with a kiddo in elementary school and a kiddo in high school.

So, I did an inventory of all the spaces, then we had a family meeting and walked through the shared spaces together. Allowing the girls to give me some feedback about things like how they wanted to feel in a space and what felt too "loud" was incredibly beneficial. Then, we prioritized the big list of Things To Do so that I didn't drain our budget.

One of the simple things we did: we ditched all the paper plates and plastic cups. Eating on paper made eating feel disposable, but dining on real plates and drinking out of glass glasses made us feel like we were dining.

Today, I live a totally different lifestyle. It's just JB and I in a home with lots of open spaces (aka "Great Room" upstairs, and a Great Room downstairs). Beyond my office and his office, all the other spaces are shared spaces, so we need to compromise on what we want.

JB and I have totally different organizational styles. He likes everything perfectly NEAT and TIDY (I blame that on his years in the Navy and living on ships), but he never makes the bed. I, on other hand need to have the bed made each morning or I feel off. I also go through the day leaving little droppings behind me and then have piles to pick up everywhere. Despite this natural style, I don't function at my optimum when I have those piles...

When I did the most recent inventory, I tackled what I could on my home and once again, although it was just the two of us, we had a family meeting to prioritize what we wanted addressed.

Life is meant to be shared, but of course, those we love and life with sometimes challenge the peace of a home simply by having a different neatness level. Be patient and kind, but be firm in expressing your needs for an energy inspiring home, not a draining one.

Part Two: Leak Discovery

Discover The Leaks In Your Environment

Is Your Home Causing Energy Leaks?

This is an easy step-by-step process to repair the "leaks" and create a plan to repair the physical spaces in your home that are draining you.

Step One: The Spaces in Your Home

Circle or highlight each room you want to review below				
Entrance (Outside – Welcome area)	Kitchen			
Entrance (Inside – Entry way)	Pantry			
Master Bedroom	Kitchen Cabinets			
Master Closet	Living Room			
Master Bathroom	Den			
Linen Closet / Cabinets in Master Bath	Garage/Driveway			
Bedroom 1	Basement			
Closet 1	Attic			
Bathroom 1	Crawl Space			
Linen Closet / Cabinets in Bathroom 1	Shed			
Bedroom 2	Around the outside of the house			
Closet 2	Porch			
Bedroom 3	Deck			
Closet 3	Bookshelves			
Hallway	Loft			
Hallway Closets	Other			

Make as many copies of pages 16 to 18 as you need

Helpful Hints

- Starting with the easiest space (least cluttered, etc), go into each area that you circled or highlighted above.
- Spend some time in that space, even if the space is small or cramped.
- Sit on the floor, on the bed, or on a chair that faces the area. Look around.
- Check YES or NO to the following questions.
- If the question doesn't apply to the area, just leave it blank.
- Use the "Quick Notes" sections to jot down obvious items on the spot.

Step Two: Evaluate Each Room

Room:

What purpose does this room serve for my family and I?

Evaluate

How do I feel when I walk into this room?

How do I desire to feel in this room?

What do I LOVE about this room?

What do I dislike the most about this room?

			Discover
Step Three: Discover Your Leaks			
Room:	Yes	No	
Is this space clean and tidy?			
Does everything in this space have a place to go?			
Quick Notes of Items needing a place to go:			
If items have a place to go, are they in that place?			
Do I love the art work/decor I've chosen?			
Are there "decorative items" are in this space?			
Are there non-essential items in this space?			
Does the lighting work / Is there enough light ?			
Are there piles in this room? Piles of papers? Laundry?			
Are there items in this room that belong in other spaces?			
Do I cherish or regularly use each item?			
Quick Notes of Items I no longer cherish or use:			
Are there three things in this space I can eliminate (via trash or Goodwill)			

			Go
			Deeper
Room:	Yes	No	
Are my helen air as "in clinament" with M/he I desire to he?			
Are my belongings "in alignment" with Who I desire to be?			
Does this space support the kind of life I desire to live?			
Is this space "in alignment" with the ME I'm creating?			
Is this area free of clutter?			
Is the floor clean and vacuumed? What about those			
baseboards?			
Are the walls free of smudges and nicks?			
Do I love this space?			
Do I love the paint color?			
Do I love the flooring/carpeting?			
Do I love the décor, the art, etc?			
Is each item in good repair? (buttons sewn on, alterations do		ances ru	nning
well, no rust, light bulbs changes, light switches working, etc Make Notes about repairs	:.)		
Notes and Dreams for this space:			

Part Three: Repair

Creating Your List and Prioritizing Repairs

Create Your Leak Repair List

Helpful Hints for Creating Your List

- Using language that works for you, transfer each item to the **Essential Repair List** on the next page.
- Combine small tasks into a single list, however, for rooms that you want to completely "make over", have an Essential Leak/Repair list for that room only.
- After each item, make a note of the Action required in order to complete or fix the issue. (*For example: Repair/Give away/throw out/Hire someone, etc.*)
- Have a family meeting to discuss / prioritize repairs. If you are dividing tasks, put a person's name into the ACTION column along with the action.
- You can also create separate lists for different family members.
- Put the list in a folder or the side of the fridge where you can easily get to it.

NOTE: This is not your traditional TO-DO list. This list serves three different purposes:

- It makes you aware of your own creative life force and that this life force gets drained by incompletes and by things you tolerate in your environment.
- It gives you the awareness that you are in the process of repairing these leaks!
- It lets your brain off the hook because by writing each item down, you're freeing space in your head and creating a system for repairing the leaks!

Helpful Hints for Taking Action on Your List

- The goal is to feel the victory of steady accomplishment not to wear yourself out or beat yourself up!
- Choose three items (only THREE for starters!) that are easily fixed or completed. (For Example: sort through clothes for unwanted items, take unwanted items to Goodwill, go to Home Depot to choose a new paint color for my bedroom)
- Highlight or circle these three items, and write a Completion Date in the margin next to them.
- Commit to doing three items within the next week.
- Continue to attack your list!
- Choose **no more than four items in an average work week** and no more than seven items during a long weekend.
- If you have a helper a spouse, partner, girlfriend or teenager in your home add one item per week they can handle as their own.

My Essential Leak Repair List			
Item	Action		

The 30 Days to Clarity Family

Evaluating your leaks and repairing them is a great step to living more engaged within your own life. But are you needing a bit more help than this workbook?

What if I told you that if you want to love your life, then you need to seize clarity and awareness?

What if I told you that the trick to being happy was found within your own dreams, not in the outside world?

What if I told you that you can create the kind of life you want?

Does it surprise you that one of the major things standing between where you are now and creating a life you love is *clutter*?

What if I told you that the way to attract a lasting love – with someone that loves you warts and all – was about accepting yourself first?

Clarity Annual Pass

Reshaping Your World http://30DaystoClarity.com

All you need is an email address and 30 Days to stop pretending and, instead, create a life that is nourishing and supportive.

The <u>30 Days to Clarity Family</u> is made up of four courses:

- The Advent Series
- Clutter Busting
- Clearing Brain Clutter: Discovering Your Heart's Desire
- Clearing Soul Clutter: Creating Your Vision

You can opt into a class individually or for one price you can receive all four.

The 30 Days to Clarity family of courses is your ticket to clearing all sizes and sorts of clutter so that you can create a clear path to the life of your dreams.

Fall in Love: With Yourself

And Your Life

I believe that if you were to really get to know all the sides of someone, you couldn't help but fall in love with them. To acknowledge their struggles and celebrate their victories.



We get to know them because of their story. We are inspired in how they transform adversity into love. We witness the breadth of their story and see the significance in small, conscious decisions.

When we see them in all their glory, all their vulnerability, and all their humanness, we can't help but fall in love.

What if YOU were that person?

Become Besotted. With Yourself. With Your Life.

Who you are is significant. Though we sometimes feel incredibly small or unimportant

in the seas of humanity, know that your story is essential to the fabric that makes up this world. You. Your life. Your story. Is critical.

When you examine your life for the success and track the progress you are making towards your goals, you are able more courageously bring your dreams into your reality.

The question becomes: how do you explore your own story? How do you find the breadcrumbs that will lead you from unconscious existence to the understanding that your daily actions have the power to create a conscious life? How can you remember to regularly check in with yourself so that you don't lose sight of your dreams?

That's why I created Become Besotted.

Become Besotted will assist you in writing your story, a month at a time. An opportunity to get to know all sides of yourself and fall in love.

Become Besotted will also help you explore your dreams and desires. It will serve you in monitoring your victories and shedding what isn't serving you.

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Want to bring your dreams into your reality? Become Besotted will help you stay on track to your deepest desires

Become devoted to yourself. Give yourself the gift of a year getting to know YOU.

Give yourself the tools and compassionate discipline to bring your dreams into your reality.

What you get

- Upon registration, you'll receive Become Besotted: Beginning Your Journey. This isn't a quickie questionnaire. Become Besotted: Beginning Your Journey is 59 pages long. There are a few introductory paragraphs from me, some inspirational quotes to prod you along, and over 100 loving inquiries and assertive questions. You'll take stock of where you stand in your life, who you are, what you deeply desire, exploring your daily life and pondering what's next.
- On the 25th of each month, you'll receive the next chapter. It will be an opportunity for you to chronicle your month. To record what's working. to truthfully explore what isn't.
- Each month's chapter will contain the tools you need to give voice to your dreams and goals, congratulate yourself on your progress, acknowledge what isn't working, and refresh your focus for your goals.
- With each month, you'll chronicle where you're heading and what you desire. You'll note the ordinary happenings of living.
- At the end of each calendar quarter, you'll receive an additional mini-chapter with a new set of questions, designed to help you look for patterns within your life.
- At the end of 12 months, you'll also receive an additional chapter designed to assist you in closing out your year.

You can begin Become Besotted at any time. Your journey begins when you choose. The investment for this is only \$39.

Register here

Closing Thoughts

"The more I examine the issue of clutter, the more effort I put into combating it, because it really does act as a weight." --Gretchen Rubin

You need sacred space in your home so that day in and day out, so you can successfully **navigate** through the tasks you need to participate in (like the work you do to pay the bills and care for the people you love).

Everything in your world – be it relationships, food, work, media you consume, or your surroundings – **either feeds you energetically or drains you.** And I can promise you that clutter and excess physical stuff in your space <u>always drains you</u>.

I know from (shameful) experience how easy it is to go from tidy to a hot-mess.

I am not one of those naturally organized people, I am the gal whose natural tendencies are to leave cabinet doors open and leave droppings everywhere I go. And I tell you that I have to relearn this lesson time and again because handling the clutter of everyday life is one thing I have to <u>consciously</u> manage.

Clutter drains you and it distracts you; your messy places move you away from the sacred and towards simply surviving.

You can't focus on those life-giving dreams when you your surroundings are literally draining the energy from your ability to pursue them. To give those dreams the fuel they need to grow into your reality, you need sacred space to make the plans on how to get from here to there. The older I get, the more I realize how I need clean, uncluttered spaces in order to be my best.

To be in alignment with the belief that living my best life means continually improving, I'm willing to get vulnerable and make a request for feedback on this book. Would you be (please) willing to offer your thoughts on *Optimize Your Energy: The Definitive Leak Inventory & Repair Process.* Drop me a line: <u>debra@debrasmouse.com</u>

And a final note of gratitude to YOU. I feel gratitude down to my toes for your presence in the world and for sharing your time with me.



Much love,

Jebro

"When we clear the physical clutter from our lives, we literally make way for inspiration and 'good, orderly direction' to enter." --Julia Cameron