

Delete It, Remove It

Sometimes less is more

We are busy people in a world filled with constant inputs and demands. And the reality of it is, our brains have not yet evolved to the point where we can keep up with the mounting distractions and endless requests competing for our time.

A few ways to deal; have fewer things, have fewer problems. Simplify or get rid of unnecessary fluff or stuff. Prioritize in order to get clarity amidst noise.

Here are a few ideas, feel free to apply in any way that makes sense:

- Delete one step
- Remove two bullet points
- Remove one click
- Delete that requirement
- Remove that whole line
- Delete your entire “downloads” folder – they are duplicates of what you put on your desktop and are taking up space
- Remove one item from your to-do list – it isn’t a priority
- Delete one goal from your list – it isn’t relevant and you aren’t going to do it anyway
- Delete that email from your inbox
- Remove (even temporarily) that app/page/alert that is competing with your attention
- Remove one person from the meeting (they didn’t need to be there anyway)
- Delete one meeting from your calendar (you didn’t need to have it anyway)
- Remove one layer of approval
- Remove the need for approval
- Delete your miscellaneous file – if it is worth keeping, it is worth having a file for it
- Delete everything in your inbox
- Delete three sentences from that paragraph
- Remove the word “like” from your vocabulary and replace it with an adjective (example, instead of “he’s like, ‘I don’t know’”, try “he’s hesitant”)
- Delete repetitive tasks from your calendar, instead automate them. (paying bills, for example)
- Remove those clothes in your closet you have not worn in a year. Donate them.

What can you eliminate, automate, delegate, negotiate?

(credit to my friend Kathy Swanson for that one)

