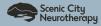
WEEKLY REFERENCE GUIDE



FOCUS: MENTAL WELLNESS

MON



A brain dump means unloading your thoughts, stressors, and tasks onto paper or a digital document to clear mental clutter and gain clarity.

BRAIN DUMP YOUR THOUGHTS

- List what's on your mind.
- Decide: Eliminate, delegate, postpone.
- Categorize: Home, work, family.
- Prioritize: Now, upcoming, later.
- Plan your tasks.

TAKE ACTION: Use our Brain Dump template on the next page. Share a photo of your brain dump session, tag @sceniccityneuro, and encourage others to join in.

TUE



By breaking down tasks into manageable steps and providing a visual representation of progress, todo lists enhance productivity and provide a sense of accomplishment.

MAKE TO-DO LISTS

- Break down big tasks into smaller, actionable steps.
- Below are a few apps to assist in creating your to-do list:
- Notes
- Reminders
- AnyList
- <u>TickTick</u>
- Check out this <u>Prioritization</u> <u>Guide</u> for more tips.

TAKE ACTION: Post a story of your to-do list with the caption "Ready to conquer today! Who else is making their to-do list?" and tag @sceniccityneuro so we can cheer you on.

WED



Taking time to relax, whether through activities you enjoy, spending time with loved ones, or simply doing nothing at all, gives your mind a chance to unwind and rejuvenate. This can help improve mood, reduce anxiety, and increase mental resilience.

TAKE A RELAXATION DAY

- Volunteer or participate in <u>events</u> hosted by State Parks.
- <u>Take a hike</u> at one of the many local trails.
- Research <u>Outdoor Festivals</u> in your area.
- Go <u>tulip picking</u> at a nearby farm before the season ends.

TAKE ACTION: Post a story of your to-do list with the caption "Ready to conquer today! Who else is making their to-do list?" and tag @sceniccityneuro so we can cheer you on.



Brain Dump

DAY	:			
	URGENT		THIS WEEK	
	TOMORROW		NEXT WEEK	
	OTHER		NOTES	
		_ =		



THU



Social media can inspire and uplift, but it can also harbor negativity, harm, and toxicity. Limiting exposure to negativity can nurture a healthier mindset and conserve emotional energy.

UNFOLLOW NEGATIVITY ON SOCIAL

- Follow inspirational accounts.
- Unfollow negative accounts.
- Limit exposure to distressing news stories.
- Utilize content filters like the mute option to control your feed's content.

TAKE ACTION: Regularly review your following list and unfollow accounts that do not align with your values or make you feel bad about yourself.

FRI



Unsubscribing from emails can be helpful in many ways because it reduces inbox clutter, minimizes distractions, saves time, and helps maintain focus on important messages.

UNSUBSCRIBE FROM PROMO EMAILS

- Set aside time to review your email subscriptions.
- Take advantage of the unsubscribe links provided at the bottom of emails.
- Utilize email subscription tools like <u>Unroll.me</u> to streamline the process.
- Set up filters or rules within your email client to automatically redirect or delete emails from certain senders or with specific keywords.

TAKE ACTION: Share a screenshot of your unsubscribed emails and challenge others to clean up their inboxes for a clearer mind. Remember to tag @sceniccityneuro to keep us in the loop!



SAT



Remove outdated phone numbers of individuals you no longer communicate with or wish to maintain contact with. This process can be cathartic, as it prevents unnecessary distractions from past connections while helping you focus on reaching out to those who matter to you.

CLEAN OUT PHONE CONTACTS

- Consider these questions:
 - Have I communicated with this contact in the past year?
 - Does this contact bring value to my personal or professional life?
 - Am I likely to need this contact's information for future communication?
 - Does deleting this contact align with my current priorities and relationships?

TAKE ACTION: Once you have scrubbed your list, take the time to actually contact those in it. They will be pleasantly surprised to hear from you!

SUN



Purging your photos on your phone, tablet, or computer enables you to concentrate on the photos that carry the greatest personal significance and emotional resonance. It also frees up space on your device, causing it to run more efficiently!

DECLUTTER PHOTOS

- Delete duplicates.
- Remove low quality photos.
- Eliminate photos that do not bring you joy.
- Let go of photos that no longer hold relevance in your life.

TAKE ACTION: Share your favorite photo, tag @sceniccityneuro, and challenge others to tidy up their photos to reduce visual clutter.