

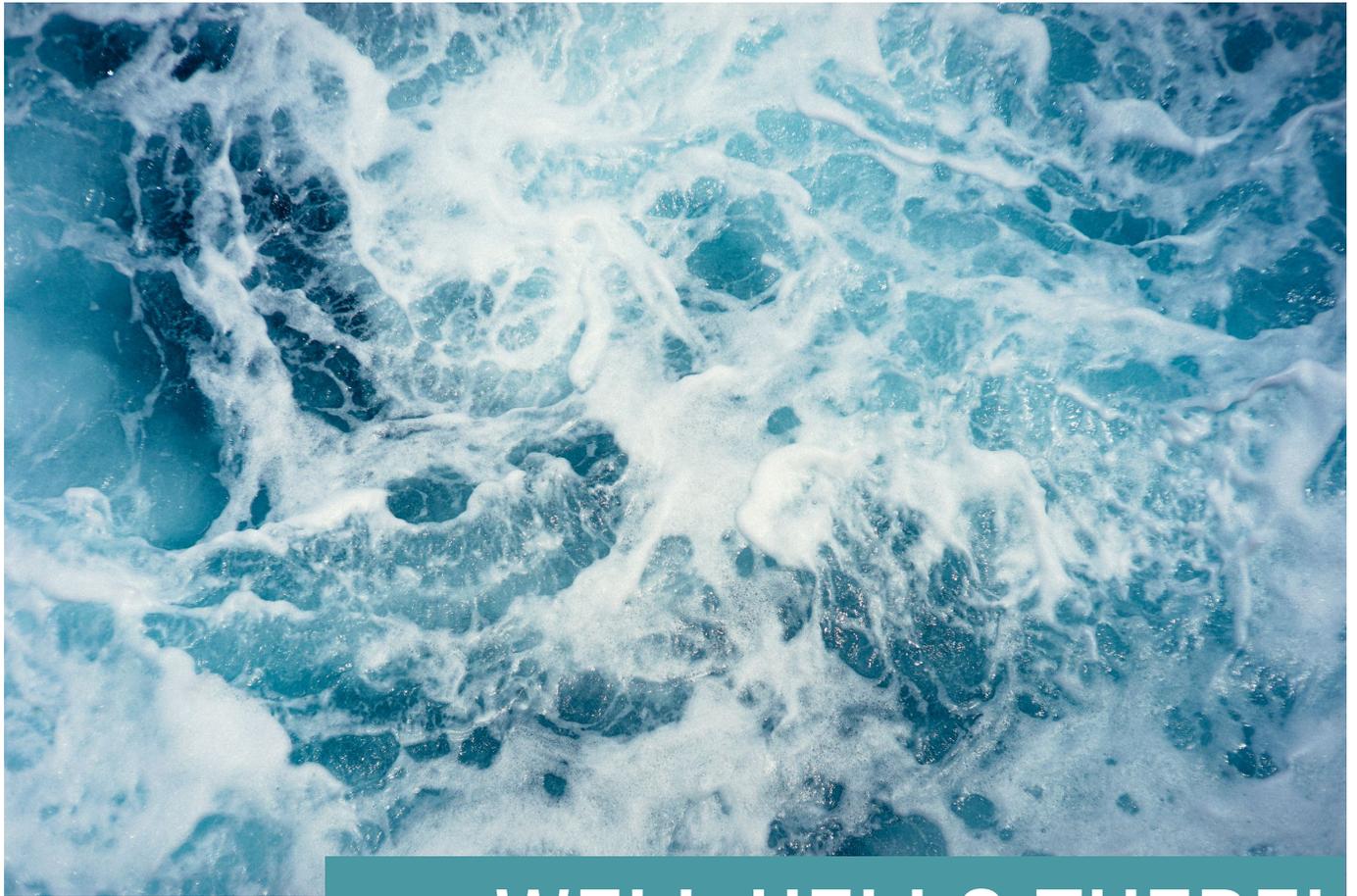


# SPRING SHIFT

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FOR CREATIVES

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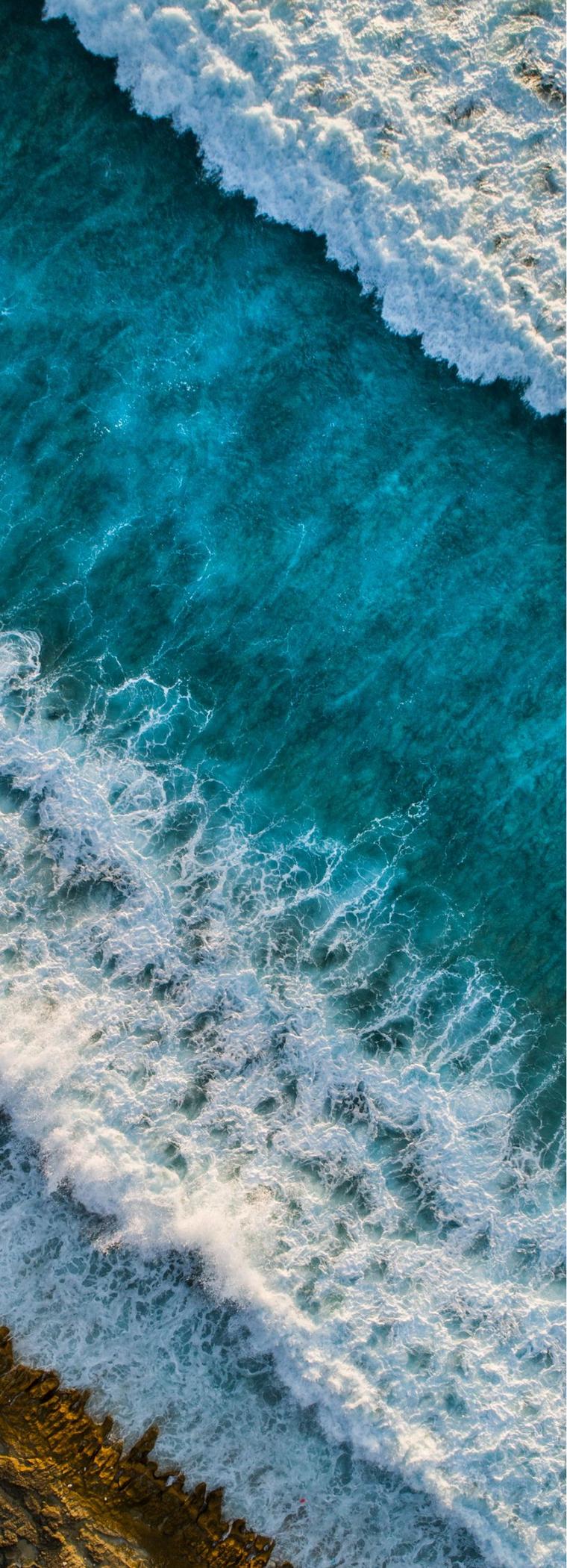
# WELL HELLO THERE!

Thanks for taking the time to download this mini-guide! I know you've got lots of random PDFs on your computer that have never seen the light of day, so I want you to know how much I appreciate you spending some time with me - whether it's on Twitter, Instagram, or in your inbox! I love helping you reach the next level in your creative pursuits, and I've got lots of great stuff to come in future months.

This guide is a quick and simple strategy for a creative spring cleaning - but instead of cleaning our sinks and fridges, we're cleaning out the excess gunk in our heads and daily habits that don't serve us anymore. Whether you take five minutes or five hours to reflect on these ideas, it will make a difference!

Let's get crackin'!

*-Jess Keating*



# TEN THINGS TO CLEAR OUT:

## MINDSET EDITION

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### 1. THE SCARY SIDE OF SUCCESS

Everyone says they want success, but have you considered the *dark* side of what might happen if you achieve your dream? Those fears are in there - and they're holding you back. Let them out. Once you name them, go through each one and address it. How can you avoid this 'worst case' scenario of success? Clear it, and let 'er go!

### 2. SHOULD & COULDS

Everyone has a list of non-negotiable stuff they have to do to keep their lives ticking along properly. But we also pick up a lot of "tagalong" tasks, and end up shouldering responsibilities that we don't need to engage with. What comes to mind here? Can you begin to step away? Do it!

### 3. GARBAGE INTAKE

Nope, I'm not policing your diet here — eat what serves you! But I am going to (gently) point out your social media habits. Did you get caught up in a spiral of addictive bad news this past year? Now's the time to dial it in. Delete apps as needed, or set timers on your phone.

### 4. EXAMINE YOUR RELATIONSHIPS

Nobody knows your creative dreams like you do. Are there people in your life who don't support you? Now's the time to set up some new boundaries. Do it lovingly, but assertively. You deserve to be supported by your world.

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## 5. THE TALENTS, UNUSED

What creative pursuits have you kept pushing aside, that continue to be on your 'wish list'? Ask yourself: "Do I *still* want this? Or am I just thinking I *should* want this?" If it's still a dream, commit to starting for *real*. It's time.

## 6. FORGIVE YOURSELF

Did you have a icky feeling of regret looking at the last step? Have you not been acting like the person you want to be lately? Forgiveness is a choice, and one you deserve to give yourself. You can move forward fresh this season.

## 7. THE PROJECT ON YOUR SHOULDER

We've all got *that* project. You know the one. We say we want to finish it, and we may even be convinced it will be our "big break". Go over the steps from #5 for this project. Does it still call to you? If so, commit for real. If no, throw it out (literally) and make space.

## 8. "ME" TIME

Track back your habits through the last season. Have you gone off course in your self-care? *Everything* is fixable. If you need to instill better boundaries and habits, allow yourself to be assertive. If you can't get half an hour, take five minutes. If you can't get five minutes, make those 30 second breaks *really* count.

## 9. LAY THE TRACK

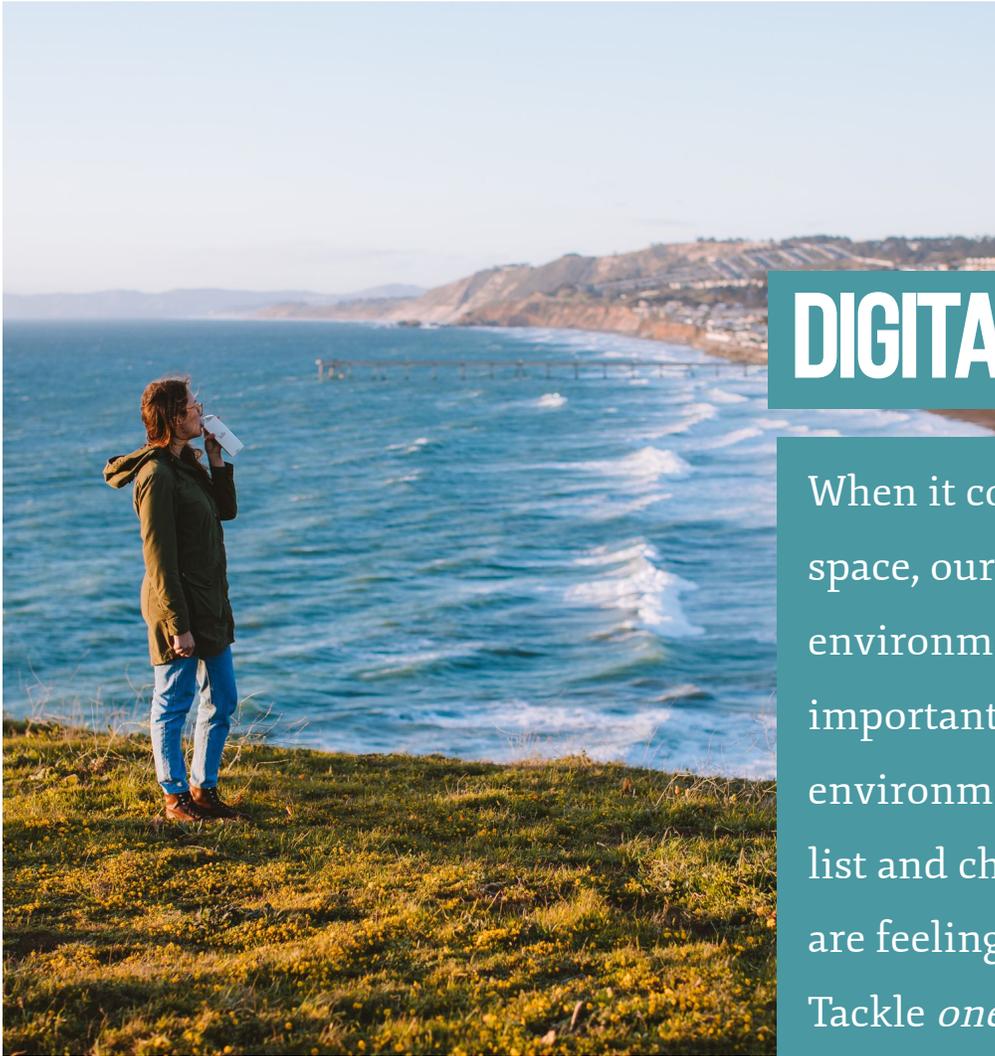
Track your habits for three days. Is your routine working for you? Are you working when you're most creatively productive? Have you made it as *easy* as possible to get in the flow? What tiny habits can you tweak? Would a new notebook beside your bed help? A better playlist always loaded up? Small changes equal big shifts.

## 10. DITCH THE URGENCY

Unless you're bleeding or starving, nothing is *that* critical. If you didn't achieve what you'd hoped last season, give yourself a few minutes to process your disappointment and sadness, then let yourself move forward. Start fresh, and remind yourself that you're in the perfect place to learn from — and that you have *everything* you need. Your amazing gifts and talents are worth the wait, and the world will be ready when you're ready to share them. PS. That time is *now*.

*Note: This list is just a start. If something resonated with you, grab your journal and spend some extra time on it! Trust that these reminders are finding you at exactly the right time. You got this.*





# DIGITAL CHECKLIST

When it comes to creating space, our physical environment is just as important as our mental environment. Go through this list and check off all areas that are feeling cluttered to you. Tackle *one* job at a time. Your goal: **create *space*, not stress!**

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## COMPUTER SPACE: Have you...

- Organized your computer desktop?
- Gone through your downloads folder?
- Emptied the Recycle Bin?
- Closed the "endless abyss" tabs you don't need?
- Organized your word docs to the right file?
- Done a good defrag and disk optimization?
- Deleted or offloaded all of your old phone pics?
- Exited FB groups that don't help you?
- Unfollowed IG accounts that just stress you out?
- Deleted the emails you know you won't get to?
- Archived the emails you want to keep for later?
- Recorded all of your passwords in a safe place?
- Unsubscribed from retail emailers?
- Organized or deleted outdated Trello/Asana boards?

## HOME SPACE: Have you...

- Thrown out excess papers and junk on your physical desktop?
- Wiped down your laptop/phone screens?
- Upgraded any crappy work chairs?
- Thrown out the clothes that don't fit? (*Don't* beat yourself up over this. You're human.)
- Displayed some uplifting art on the walls of your workspace?
- Sorted out any ergonomic keyboard needs?
- Caught up on scanning any useful papers?
- Designated a tidy spot to keep pens, notebooks, and index cards?
- Chosen an "Idea Space" where you can scratch down your ideas instantly?

# WANT MORE?

Are you looking to level up your impact, income, and imagination by sharing your voice this year? I'm here to help you reach your creative goals.

Find me on your favorite platform, and don't forget to say hello!

Instagram: @JessKeatingBooks

Twitter: @Jess\_Keating

Facebook: @JessKeatingHi

Youtube: JessKeatingBooks

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