

# 7 Things you must control

before they control you

Key Area	Action	✓
<i>Well-being</i>	Phone and book (for the next 12 months) checkups with GP, dentist, optometrist, skin doctor and any other health-related appointments	
<i>Relationships and connections</i>	Briefly phone or email or send a card in the mail to a friend who you have been meaning to catch up with for some time	
<i>Career/Business</i>	Spend 15 minutes unsubscribing from newsletters you rarely read or other regular emails that you do not use	
<i>Finances</i>	Download a reminder App for car registration and/or set a reminder in your calendar to renew registration and insurance on all vehicles	
<i>Personal growth</i>	Do nothing for 15 minutes. Turn off your phone, computer, TV, music and all other distractions and just 'be'	
<i>Physical environment</i>	Spend 15 minutes backing up the data on your computer (particularly photos, videos and other irreplaceable documents)	
<i>Fun and recreation</i>	Block out 'white space' in your diary for a holiday or some 'mini breaks' over the next 12 months. Ask those joining you to do the same. Submit a request for leave from work now	