

# Clear Foundations

Clear Foundations consists of 100 items which, when completed, give additional clarity as well as energize you to do and be more in your life.

You have more natural energy when you are clear with your physical environment health and well being, money balance, and relationships.

## Instructions:

Three steps to completing Clear Foundations.

**Step 1:** Answer each questions. If true, check the box, Be rigorous. DO NOT check the box until the statement is virtually always true for you. You may change any statement to fit your situation better.

**Step 2:** Summarize each section. Add up the number of true boxes for each of the four sections and write those amounts at the bottom of the page. Then add up all four sections and write the current total in the box on this page.

**Step 3:** The goal is to begin making improvements in each section. This process may take 30, 60, 90 days or longer but you can achieve a Clear Foundation. Check back quarterly to see your progress.



## Area #1 My Physical Environment

- My personal files, papers and receipts are neatly filed away.
- My car is in good working order. (doesn't need mechanical work, repairs or cleaning)
- My home/apartment is neat and clean. (vacuumed, closets clean, desks and tables clear, furniture in good repair, windows clean, yardwork maintained)
- My appliances, machinery and equipment work well. (refrigerator, toaster, snow blower, heater, etc.)
- I have the cleaning supplies I need to function efficiently. (vacuum, broom, mop, clean sponges, cleansers, toilet brush, etc.)
- My clothes are all pressed, clean and make me look great. (no wrinkles, torn, out of date or ill-fitting clothes)
- My plants and animals are healthy, well fed, and getting light and love.
- My bed/bedroom allows me to have the best sleep possible. (comfortable, warm, correct light, air)
- I appreciate, value and am committed to being a good steward of the home in which I live.
- I surround myself with beautiful things.
- I am at peace about the geographic area in which I live.
- There is ample and healthy light around me.
- I consistently have adequate time, space and freedom in my life.
- I am not damaged by my environment.
- There is nothing in my home that drains me of energy.
- My environment is productive and inspiring, both at home and at work.
- When something needs to be repaired I ask for help if I don't have the knowledge or skill to do it.
- My hair is the way I want it.
- I surround myself with music which makes my life more enjoyable.
- My bed is made daily.
- I don't injure myself, or bump into things.
- People feel comfortable in my home.
- I have nothing around the house or in storage that I do not need.
- I am consistently early or easily on time.
- My home is a restful place for me to go to get refreshed and restored.

Total number items checked: \_\_\_\_\_ (25 max)

## Area #2: My Health and Emotional Well-Being

- I rarely use caffeine (chocolate, coffee, colas, tea) less than 3x per week total.
- I rarely watch television, less than 5 hours per week.
- I have something to look forward to virtually every day.
- I rarely drink alcohol (less than 2 drinks per week).
- My teeth and gums are healthy. (I have seen dentist in last 6 months)
- I prioritize my life according to my personal values.
- I have had a full physical exam in the past 3 years. (blood pressure, cholesterol, hearing, blood work, gynecological/prostate)
- I do not smoke tobacco, use illegal drugs or misuse prescription medications.
- I have had a complete eye exam in the last 2 years.
- My weight is within my ideal range.
- I don't rush or rely on adrenaline to get the job done.
- I have a rewarding life beyond my work or profession.
- I have forgiven myself for the poor choices I have made in the past.
- My nails are healthy and attractive.
- I have no habits that I find unacceptable.
- I drink water in healthy quantities.
- I consistently take weekends and holidays off, and take a vacation every year.
- I use well-made sunglasses.
- I am aware of the physical or emotional conditions I have, and I am effectively addressing them.
- I do not make myself suffer.
- I eat fruit and vegetables every day.
- I walk or exercise at least 3 times a week.
- My diet consists mostly of fresh, unprocessed food.
- I rarely miss work due to illness.
- I take a multiple vitamin daily.

Total number items checked: \_\_\_\_\_ (25 max)

### Area #3: My Financial Balance

- I have a realistic budget that I can live within and maintain weekly.
- I currently have an emergency fund rather than using credit cards for emergencies. (flat tires, gifts, vacation)
- I have a "get out of debt plan" that I am currently working. (listing all debts, systematically paying them off)
- I have 6 months living expenses in a savings account.
- I save at least 10% of my income.
- I know how much I must have to be minimally financially independent, and a plan to get there.
- I have a financial plan for this year and next year.
- I am on a career/education track that is or will soon be financially and personally rewarding.
- I consistently address what is most important at work.
- I pay my bills on time, virtually always.
- My income source is stable and predictable.
- I have written agreements and am current on payments to individuals whom I owe money. (including loans, parking tickets, child support, etc.)
- My career has the potential for growth and keeping pace with the inflation rate.
- I am in a career/education program that maximizes my personality strengths and fits my learning style.
- I know what my values, personality strengths, and personal learning style are.
- All my tax returns have been filed and all my taxes have been paid.
- I have returned or made-good on any money or items I borrowed.
- I have people who can assist me in my career/educational development.
- My earnings are appropriate for the effort I put into my job.
- I know my financial summary "net worth".
- My finances do not keep me up at night.
- I enjoy my job/education program.
- My will is up-to-date and accurate.
- I have excellent insurance. (car, renters/homeowners, medical)
- I have no legal clouds hanging over me.

Total number items checked: \_\_\_\_\_ (25 max)

## Area #4: My Interpersonal Interactions & Relationships

- I am in tune with my needs and have created an environment to have them met.
- I have told my parents in the last 3 months that I love them.
- I have gone out of my way to get along well with my siblings.
- I have an effective working relationship with my co-workers/boss/staff and/or clients.
- I am confident in my communication and conflict management skills.
- I put people first and results second.
- There is no one who I would dread or feel uncomfortable "running into".
- I do not gossip or talk about others.
- I have a circle of friends/family who love and appreciate me for who I am, more than for what I do for them.
- I don't jump to conclusions before I have all the facts.
- I have let go of relationships that drag me down or damage me. (end, walk away from, no longer attached to)
- I am caught up with letters, calls and e-mails that are my highest priority.
- I have put forth great effort to reconcile with everyone I have damaged, injured or seriously disturbed, in a humble and gracious manner even if it wasn't completely my fault.
- I am a person of my word.
- I quickly clear up miscommunications rather than carry an offended or begrudging attitude.
- I live life according to my morals and personal values, not the rules and preferences of others.
- There is nothing unresolved with past loves or family. I have fully forgiven those who have hurt/damaged me, deliberate or not.
- I do not judge or criticize others.
- I am not quick to take offense.
- I have a best friend or soul mate I can trust with the "real me" - I know they can keep a confidence.
- I state requirements rather than complain.
- I spend time with people who love me unconditionally and don't try to manipulate me.
- I have someone in my life who will tell me the truth when I need to hear it.
- I always tell the truth, not partial truths to make myself look better.
- I tell the truth in a loving, productive way.

Total number items checked: \_\_\_\_\_ (25 max)